

29th August 2023

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 6th September 2023 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://youtube.com/live/00o0jCxgsmM?feature=share> 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.



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 Chloe Gustard (Chair)	Cllr Catherine Daniell (Vice-Chair)
Cllr Dr Marilyn Canet	Cllr Sally Layne
Cllr Clair Shea (ex-officio)	Cllr Gareth Willis
Vacant	
<u>Co-opted members</u>	
Sevenoaks Youth Council: Vacant	Sevenoaks Area Youth Trust: Peter Robinson
Kent County Council: Vacant	West Kent Communities: Richard Dowling
Sevenoaks District Council: Kelly Webb, Maxine Quinton	National Trust: Amy Sabine

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

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Town Clerk

1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
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 28TH JUNE 2023</u> To receive and sign the Minutes of the Youth Services Committee held on 28 th June 2023.	Attached
5 5.1 5.2	<u>HOUSE IN THE BASEMENT [HITB] YOUTH CAFÉ</u> House in the Basement - Home (weebly.com) To receive and discuss the following reports: HiTB Manager's Update Report Finance Cost Centre Reports: • May • June	Attached Attached
6	<u>MINUTES OF THE YOUTH COUNCIL HELD ON 28TH JUNE 2023</u> SEVENOAKS YOUTH COUNCILLORS - Home (weebly.com) To receive and note the Minutes of the Youth Council meeting held on 28 th June 2023.	Attached
7	<u>YOUTH OUTREACH GRANT BUDGET</u> i. To note the financial status ii. To review any grants received	Attached Attached
8	<u>NEET PILOT PROJECT AT HITB YOUTH CAFÉ</u> To receive and note the attached report.	Attached
9	<u>NEW YOUTH COUNCIL- TIMETABLE</u> To receive and note the timetable for meetings of new Youth Council.	Attached
10	<u>SEVENOAKS DISTRICT CHILDRENS CENTRES</u> To receive a talk from Sevenoaks District Childrens Centres.	-
11	<u>REPORTS FROM CO-OPTED PARTNERS</u> i. Kent County Council ii. SAYT iii. SDC - Community Safety Team iv. West Kent Communities v. National Trust	-
12	<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 28th June 2023 in the Council Chamber, Town Council Offices, Sevenoaks,
TN13 3QG

Livestreamed and available on YouTube until Minutes are accepted by Town Council

Meeting: (<https://www.youtube.com/live/zZW0PyiDSx0?feature=share>)

Meeting Started: 7.00 p.m.

Meeting Concluded: 8.02 p.m.

Present:

Cllr Chloe Gustard (Chair)	Present	Cllr Catherine Daniell (Vice-Chair)	Present
Cllr Dr Marilyn Canet	Present	Cllr Sally Layne	Apologies
Cllr Clair Shea (ex-officio)	Present	Cllr Gareth Willis	Apologies
Vacancy			
<u>Co-opted members</u>			
Sevenoaks Youth Council: Vacant		Sevenoaks Area Youth Trust: Peter Robinson	Present
Kent County Council: Vacant		West Kent Communities: Richard Dowling	Present
Sevenoaks District Council: Kelly Webb, Maxine Quinton	Apologies	National Trust: Amy Sabine	Apologies

In attendance: Linda Larter, Town Clerk, Daren Mountain, HiTB Youth Café Manager, Ieuan Chandler-Wilson, Youth Committee Clerk.

Representations received from Members of the Public: none.

At the start of the meeting the Councillors and the Co-opted members introduced themselves

172. Chair

RESOLVED: To confirm the election of Cllr Chloe Gustard as Chair

173. Vice-Chair

RESOLVED: to confirm the election of Cllr Catherine Daniell as Vice-Chair

174. Apologies for Absence

Received as noted above.

175. Requests for Dispensations

There were no requests for dispensations.

176. Declarations of Interest

There were no declarations of interest.

177. Minutes of Youth Services Committee held on 22nd March 2023

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

178. House in the Basement Youth Café

178.1. Update Report

The Committee heard from Daren Mountain the Manager for House in the Basement that Sevenoaks District Council had placed a bid in for a mentor plus project to supplement the current Youth Mentoring project. This would open up support of NEET young people. These are young people not in education, employment or in additional training. It was noted that House in the Basement may become a venue for the service.

It was noted to ask SDC for the figures of young people that are currently not in education, employment or in additional training.

Daren also informed the Committee that Perfect Cuisine had helped out over the weekend supplying a BBQ for the young people, he also mentioned that they would be working with House in the Basement in October and in December but the dates of this is still to be confirmed. This was generous as all provided free of charge,

It was also noted that House in the Basement had Pre-Covid been a part of the FaireShare programme and had completed all of the training to rejoin the programme which would allow House in the Basement to receive and use excess food from local supermarkets and if there is any they do not use there is the option for this to be given to local food banks.

RESOLVED: That the report be received and noted.

178.2. Finance Report March- April 2023

RESOLVED: That the Finance Cost Centre report for the House in the Basement Youth Café be noted.

179. Minutes of Sevenoaks Youth Council

RESOLVED: To receive and note the Minutes of the Youth Council meeting held on 22nd March 2023.

180. Reports from Co-opted Partners

Noted following reports from Co-opted Partners:

(i) Sevenoaks Area Youth Trust (SAYT)

The Committee heard from Peter Robinson from SAYT who firstly wanted to thank the previous Sevenoaks Town Mayor, Mayor Rachel Parry for raising over £12,000 for SAYT as her charity last year. It was noted that another £1,300 had yet to be added to the final total.

Peter explained that the bus run by SAYT for Young people goes to Kemsing on a Tuesday evening and Greatness recreational Ground on a Thursday evening and have seen a shift from predominantly older young people being at the site to now seeing a younger group of young people visiting. During these visits they have been talking to the them about the use of social media.

He also noted that the Deputy Mayor Councilor Libby Ancrum had joined them on one of the Thursday evenings.

It was noted that SAYT is currently considering changing the times of their visits to both Kemsing and Greatness during the summer holidays to help engage with more young people that might perhaps not know what to do at that time.

Peter also mentioned that SAYT have been doing some work with local schools, specifically Trinity and Knole where they have been engaging with young people on the play ground and giving talks in the class room for more structured engagement.

Peter reported that over the summer holidays SAYT are hosting a trip to Snowdonia for 11-18 years and have been loaned a mini bus from trinity school to help with this, they have eight young people confirm their attendance and have had talks with other companies about suppling footwear for those who might need it.

It was also noted Levi Lee who works for SAYT also now works at House in the Basement on Saturdays.

(ii) West Kent Youth Services (WKYS)

The Committee heard from Richard Dowling from WKYS that due to the uncertain situation with KCC and the current contract that WKYS have with them to help provide youth services and provisions due to run out on the 31st of March 2024 they are unsure what the future holds. They are currently trying to secure funding to keep the project going for the future.

Richard also reported that Ben Reynolds who works with the out reach programme normally sends out a quarterly report that is still being worked on but was able to give some information from this report in advance. From April to June they have seen 213 young people around the Sevenoaks area, with the majority being seen at Greatness and the Vine. It was noted that they are starting to see a decrease in the number of young people gathering at the Vine, though there are still a few groups on a Friday evening. The conversations that they have been having during these visits is around actions and consequences and the image of young people based on what is occurring on the green.

Richard reported that in terms of Greatness they are starting to see more young people using the space and engaging with the skate park, most of the conversations have been around exam stress and the amount of litter at Greatness. Richard also reported that during November the levels of young people using the site tends to die off every year and starts to increase again in March the following year, he speculated that this is to do with the light and changing of the times.

Richard noted that the Young Adventurers Club that is run from Hope Church is going well and is attended by around 16-20 young people with more on a waiting list to join. As part of the current contract with KCC they are currently working with St. Johns Primary school to engage with them on emotional wellbeing and self esteem.

Richard also reported that last year they had ran two summer schools in Edenbridge and Swanley and for this year they have received funding to run four of the summer schools which will be running in Sevenoaks at Hope Church, Edenbridge Swanley and Hartley. These will be running for young people aged 8-12 from Monday the 21st of August through to Friday 25th of August for 2 hours and 59 minutes. These events are free for all young people to attend with a maximum capacity for 40 young people.

Richard also reported that in the October half term WKYS and House in the Basement will be hosting another silent disco this time with a Halloween theme for young people at the Bat & Ball Centre.

181. STEM opportunity for young people at House in the Basement

The Committee received the report from Team Repair about an opportunity to supply House in the Basement with a class room repair kit to teach them how to repair items that they might otherwise throw away.

It was also noted that there may be an opportunity for young people to engage with the Repair Café in St. Luke's Church at a future date.

RESOLVED: To purchase 1 session pack at £375 for use over time at House in the Basement from the Youth Out Reach Budget.

182. Design a Christmas Light Competition 2023

The Committee received the report of last year's Christmas light competition.

The Committee heard from Mayor Councillor Claire Shea that the project was fascinating to see the level of engagement from young people and is a valuable project as it allows young people to engage with the Town.

RESOLVED: To fund the Design a Christmas Light Competition for £700 from the Youth Out Reach Budget.

183. Climate Change Youth Forum

The Committee received a report for the Climate Change Youth Forum from the 20th of April 2023.

It was noted that the meeting for the 15th of June 2023 was postponed, with a rescheduled date in the works.

It was also noted that year 9 students have been invited to attend the Climate Change Youth Forum due to many of the older students having commitments with exams and preparations for these.

RESOLVED: The report was noted and received.

184. New Youth Council

The Committee received notice that Youth Council elections will be held in September and the closing date will be 29th of September 2023.

185. Skateboard Park Petition

The Committee received the report regarding the petition being circulated regarding the Greatness Recreational Ground Skatepark as well as some recommended actions.

It was noted that many of the Councillors felt that the current skate tiles used at the site are in a tired state. The current skate tiles were installed in response to concerns from local residents about the noise from the skate surface and boards when in use, it is also the preferred surface for Skaters.

The Committee noted that the footprint of the build can not be made larger or it would encroach on the football pitch and the ground can not be excavated due to the capping over the landfill underneath the site.

RECOMMENDED: For the Finance & General Purposes Committee to review the options for funding the repairs as per option 1 to the skate park at £40,000.

186. Proposals for addressing youth problems on the Vine.

The Committee noted that the Public Spaces Order had been proposed to the Youth Council and Youth Services Committee at the last meeting and will be considered by the District Council's cabinet on the 13th of July. Following this it is likely it will have a six week public consultation predicted to start on the 24th of July. This order will give the police the power to intervene in activities carried out on a public space that would be detrimental to the quality of life to those who live locally and use the space.

187. Press Release

RESOLVED: To put together and circulate a press release on the Christmas Lights and STEM opportunity for House in the Basement.

There being no further business the Chair closed the meeting.

Signed Dated
Chair

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Sevenoaks Town Council
Youth Services Committee – 6th September 2023



Manager's Report,

June figures:

In June we were open for 16 sessions during which we saw 186 young people.
41 of those who attended were new to House in the Basement.
We held 4 SEN sessions and saw 42 young people in attendance.
During this month we took over £400.

We continue to receive visits from West Kent Housing youth workers & Andy Watson from Kenward Trust.

We had a BBQ on Saturday 24th June which was attended by over 40 people; we were very grateful to Florence & her staff from Perfect Cuisine for providing the food & cooking for us.

July figures:

In July we were open for 17 days during these days we saw 217 young people attend with 7 new young people.
We held 4 SEN nights over the month and had 36 young people in attendance.
This month we took over £370.

We have noticed that attendance has been a little down due to the school holiday.

We have had a roti bread workshop take place on the 5th of August that was facilitated by Giselda.

Our summer beach trip to Broadstairs took place on the 16th of August 2023, with 45 young people attending.

Sevenoaks Town Council
Youth Services Committee – 6th September 2023

HiTB has been running the Team Repair workshops, aimed at developing STEM (Science, Technology, Engineering, and Mathematics) skills and promoting sustainability.

The first workshop involved working on retro games consoles.



Figure 1: Contents of the retro games kit bundle.



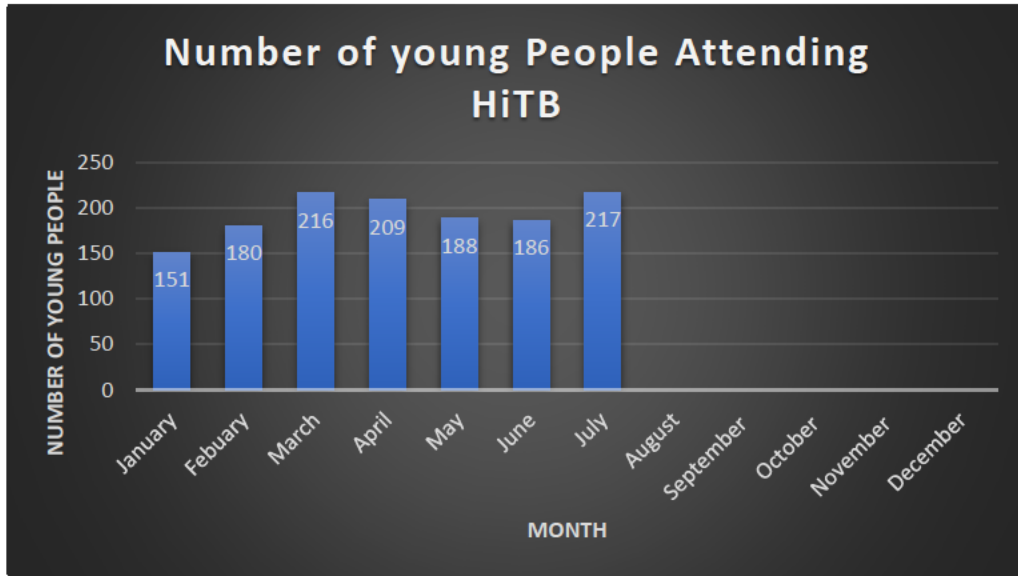
Figure 1: Halloween Silent Disco poster.

A Halloween Silent Disco, working in partnership with West Kent Housing, is to be held at the Bat & Ball Centre on October 27th.

Plans are underway for HiTB to open for a few extra hours from October, to run a NEET (young people Not in Education, Employment or Training) project, with funding from Sevenoaks District Council.

Sevenoaks Town Council
Youth Services Committee – 6th September 2023

Below is a graph showing the number of young people we have seen at HiTB since (01/01/2023).



Website view data (01/01/2023 – 01/08/2023)

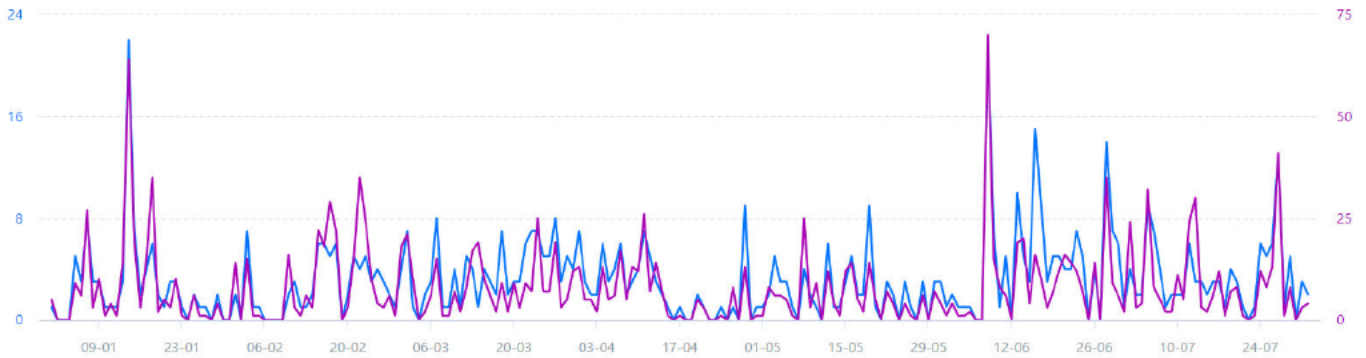
Compare your data

Unique Visits

Page Views

☐ Include previous period

Unique Visits Page Views



Sevenoaks Town Council
Youth Services Committee – 6th September 2023

Top active page data for this month

Page Name ↑	↓ Views	vs Previous
/	99	+73.88%
/our-objectives.html	22	+115.79%
/events.html	8	+26.67%
/meet-the-team.html	8	+38.1%
/menu.html	7	+38.89%
/facilities.html	4	+30.77%
/contact-us.html	2	+20%
/hiring-the-venue.html	2	+18.18%
/survey.html	1	0%
/hitb-over-time.html	1	+16.67%

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

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	1,033	209	(824)	1,247	418	(829)	2,512		0	
1211 Sale of Goods	295	158	(137)	612	316	(296)	1,894		0	
Youth Cafe :- Income	1,328	367	(961)	1,859	734	(1,125)	4,406			0
4010 Gross Pay	3,840	4,696	856	7,708	7,712	4	46,273		38,565	
4012 Expenses	0	0	0	13	0	(13)	0		(13)	
4270 Employers Pension Contribution	113	125	12	231	250	19	1,505		1,274	
5410 Repairs & General Maintenance	719	80	(639)	864	160	(704)	955		91	
5500 Equipment Hired and New	0	0	0	35	0	(35)	0		(35)	
6010 Light Heat & Cleaning	9	14	5	20	28	8	163		143	
6101 Telephone	50	51	1	100	102	2	612		512	
6200 Printing & Stationery	1	23	22	1	46	45	273		272	
6210 Postage & Courier	0	0	0	0	0	0	31		31	
6240 Computer/ Data Base/WP's	17	31	14	51	62	11	369		318	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	0	0	474		474	
6330 Welfare/Hospitality	0	0	0	0	0	0	1		1	
6340 Staff Uniforms	0	0	0	0	0	0	81		81	
6460 Publicity & Democratic notices	0	0	0	0	0	0	7		7	
6500 Goods for Resale	274	152	(122)	623	304	(319)	1,821		1,198	
6505 Cafe consumables	0	0	0	2	0	(2)	73		71	
6635 Professional Fees Licensing	0	0	0	273	120	(153)	444		171	
6900 Sundry Expenses	5	31	26	46	62	16	372		326	
6922 Health&Safety/Risk Assessments	77	105	28	155	210	55	948		793	
Youth Cafe :- Indirect Expenditure	5,106	5,308	202	10,120	9,056	(1,064)	54,402	0	44,282	0
Net Income over Expenditure	(3,778)	(4,941)	(1,163)	(8,261)	(8,322)	(61)	(49,996)			

Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

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	1,328	367	(961)	1,859	734	(1,125)	4,406			
Expenditure	5,106	5,308	202	10,120	9,056	(1,064)	54,402	0	44,282	
Net Income over Expenditure	(3,778)	(4,941)	(1,163)	(8,261)	(8,322)	(61)	(49,996)			
Movement to/(from) Gen Reserve	(3,778)			(8,261)						

Detailed Income & Expenditure by Phased Budget Heading 30/06/2023

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	452	209	(243)	1,699	627	(1,072)	2,512		0	
1211	Sale of Goods	256	158	(98)	868	474	(394)	1,894		0	
1350	Revenue Grant income	1,160	0	(1,160)	1,160	0	(1,160)	0		0	
	Youth Cafe :- Income	1,868	367	(1,501)	3,727	1,101	(2,626)	4,406			0
4010	Gross Pay	3,990	3,856	(134)	11,698	11,568	(130)	46,273		34,575	
4012	Expenses	0	0	0	13	0	(13)	0		(13)	
4270	Employers Pension Contribution	86	125	39	318	375	57	1,505		1,187	
5410	Repairs & General Maintenance	163	80	(83)	1,026	240	(786)	955		(71)	
5500	Equipment Hired and New	248	0	(248)	282	0	(282)	0		(282)	
6010	Light Heat & Cleaning	17	14	(3)	36	42	6	163		127	
6101	Telephone	50	51	1	149	153	4	612		463	
6200	Printing & Stationery	0	23	23	1	69	68	273		272	
6210	Postage & Courier	0	0	0	0	0	0	31		31	
6240	Computer/ Data Base/WP's	17	31	14	68	93	25	369		301	
6281	Furnishings,Furniture/Eqpt	0	118	118	0	118	118	474		474	
6330	Welfare/Hospitality	0	0	0	0	0	0	1		1	
6340	Staff Uniforms	78	0	(78)	78	0	(78)	81		3	
6460	Publicity & Democratic notices	0	0	0	0	0	0	7		7	
6500	Goods for Resale	203	152	(51)	826	456	(370)	1,821		995	
6505	Cafe consumables	0	18	18	2	18	16	73		71	
6635	Professional Fees Licensing	159	0	(159)	432	120	(312)	444		12	
6900	Sundry Expenses	31	31	(0)	77	93	16	372		295	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2023

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
6922 Health&Safety/Risk Assessments	77	105	28	232	315	83	948		716	
Youth Cafe :- Indirect Expenditure	5,119	4,604	(515)	15,239	13,660	(1,579)	54,402	0	39,163	0
Net Income over Expenditure	(3,251)	(4,237)	(986)	(11,511)	(12,559)	(1,048)	(49,996)			
Grand Totals:- Income	1,868	367	(1,501)	3,727	1,101	(2,626)	4,406			
Expenditure	5,119	4,604	(515)	15,239	13,660	(1,579)	54,402	0	39,163	
Net Income over Expenditure	(3,251)	(4,237)	(986)	(11,511)	(12,559)	(1,048)	(49,996)			
Movement to/(from) Gen Reserve	(3,251)			(11,511)						

Minutes of the meeting of the Sevenoaks Youth Council
Held on 28th June 2023

at Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN133QG

Meeting Commenced: 6.00 p.m.

Meeting Concluded: 6.48 p.m.

Present:

Katie Willis, Chairman	Absent	Maya Goodrich	Absent
Emilia Britain, Vice-Chairman	Apologies	Bea Hayward	Present
Phoebe Critchlow, Treasurer	Absent	Madeleine Politzer	Present
Catherine Barden de Leon	Present	Max Pound	Absent
Henry Barden de Leon	Present	Vince Rands-Webb	Absent
Mahedy Basher	Apologies	Elena Rozo-Navarro	Apologies
Dexter Buhmann	Present	Aanya Sidhu	Apologies
Leah Campbell-Sergeant	Absent	Mia Stack	Absent
Von Ming Fung Chu	Present	Billy Thajudeen	Apologies
Lauren Foster	Present	Torsa Younus	Absent
Neil Gandhi	Absent	Niki Zhang	Present
Jasmine Geer	Absent		

Youth Council Members:

In attendance: Linda Larter, Town Clerk; Daren Mountain, Manager of House in the Basement Youth Café; Cllr Chloe Gustard, Councillor for Kippington Ward; Cllr Catherine Daniell, Councillor for Kippington, Cllr Dr Marilyn Canet, Councillor for Northern Ward; Ieuan Chandler-Wilson, Committee Clerk

1. **In the Absence of the Chair and Vice-Chair Von Ming Fung Chu was elected to stand in**
2. **Apologies for Absence**
Received as shown above.
3. **Minutes of the Previous Meeting of the Youth Council held on 22nd March 2023**
RESOLVED: To receive and adopt the minutes of the meeting of the Youth Council held on 22nd March 2023.
4. **Finance Report**
RESOLVED: Finance report to follow.
5. **House in the Basement Youth Café (HiTB), Managers report:**
Daren Mountain informed the Youth Council that Perfect Cuisine had helped over the weekend suppling a BBQ for the young people, he also mentioned that they would be working with House in the Basement in October and in December but the dates of this is still to be confirmed. This is generous as all provided free of charge.
Daren also reported that Sevenoaks District Council had placed a bid in for a mentor plus project to supplement the current Youth Mentoring project. This would open support for NEET young people. These are young people not in education, employment or in additional training. It was noted that House in the Basement may become a venue for the service.
Daren mentioned that the preposed Mural for outside House in the Basement would not be going ahead.

Daren informed the Youth Council that during the time House in the Basement is closed it is open for people and companies to hire out, he also reported that they currently have a series of hirers that use the space frequently.

RESOLVED: To receive and note the report.

6. Youth Council elections

The Youth Council noted that the election for the Youth Councillors would be taking place during September and that any wishing to stay on with the Youth Council would need to resubmit their entry forms.

7. Climate Change Youth Forum

The Youth Council received the report from the Climate Change Youth Forum that was held on the 20th of April 2023.

8. Discussion on items that the Youth Council would like to see following the new Youth Council

The Chair invited the Youth Councillors to discuss what sort of events or projects they feel would be engaging for the young people of Sevenoaks and that the next Youth Council should invest their money in.

One idea was to put on a drive for food banks to help support those who need it. Daren reported that House in the Basement was currently in the final stages of rejoining the Fair Share programme that would allow House in the Basement to receive and use excess food from local supermarkets. If any of the items are not used there is the option for this to be given to local food banks.

Another idea that was suggested was hosting a youth talent show for young people to showcase their talents. It was suggested that if this event was to be held that the Plaza suite in the Stag Theatre might be a good venue to host it.

It was suggested that they could a self defense or spatial awareness course for young people. It was noted that they could work with Kenward Trust to hold a workshop around the topic of anti-social behaviour.

The Youth Council also suggested holding a Youth Cricket match over the summer and inviting local schools to participate by making their own team as well as having a Youth Council team.

Another suggestion was to hold a skate park event like the ones that have been held in previous years at the Greatness Recreational Grounds skate park.

Another idea was to host a Charity fundraising event to help raise awareness for local charities.

It was noted that the Youth Council were concerned with the amount of litter at the Vine Gardens especially after events. While it was suggested that more bins might need to be provided it was also noted that in other places, they are removing their bins to encourage people to think more carefully as to how they dispose of their rubbish.

9. Date of Next Meeting

RESOLVED: Wednesday 13th of September at House in the Basement,

Wednesday 8th of November at the Town Council offices.

There being no further business the Chair closed the meeting.

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Sevenoaks Town Council
Youth Services Committee – 6th September 2023

Youth Outreach Budget - Grant Applications

1. Budget – Grants to Local Voluntary Organisation 2023/24

Each year the Town Council agrees a budget for grants to local voluntary or charitable organisations which provide services to residents within the Parish of Sevenoaks Town.

Local community groups are invited to submit applications in August & January of each financial year, for consideration by this Committee and the Youth Services Committee (as appropriate).

The budget for 2023/24, and the balance to date is as follows:

Budget	2023/24	Sept 2023
	Budget	Balance
	£	£
Grant Subsidies Bat & Ball Station	0	-161
Grant Subsidies Sevenoaks Community Centre	5,493	3,276
Grant Subsidies Chamber *	340	96
Local Organisations F & GP & Youth Support Services <i>Of which Play Days £2,000 (Theatre Shows)</i>	12,000	9,000
Twinning Support	1,000	1,000
Youth Outreach	3,887	2,812
Stag	27,000	0
Community Rail Partnership	3,000	0
Total	52,720	16,023

2. Grant Applications 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.

Sevenoaks Town Council
Youth Services Committee – 6th September 2023

Committed expenditure to date from the Youth Outreach Budget of £3,887 is as follows:

Agreed at Youth Services Committee	Minute Number	Project Name	Amount Allocated
28/06/2023	Min 181	Design a Christmas Light Competition	£700.00
28/06/2023	Min 180	STEM Repair Kits	£ 375.00
Current Balance:			£ 2,812

The Committee is asked to consider the following grant applications (attached) received in August 2023 which fall within the youth remit:

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grant history	2022/23	Current Grant Application
76	Sevenoaks District Scout Council Charity Reg: 303435	Venue costs to host an event for each of Beavers, Cubs & Scouts groups in the Sevenoaks District at Bat & Ball Centre	None – new applicant	–	£1,725
76	Sevenoaks District Scout Council Charity Reg: 303435	Purchase of litter pickers and hoops to loan to Beaver, Cubs & Scouts groups across the Sevenoaks district to enable safe and regular litter picking.	None – new applicant	–	£500
6	Sevenoaks Three Arts Festival, Young Musician of the Year Charity Reg: 1031815	Towards cost of hire of a local school, having a piano of competition standard.	2007 to 2020 (Autumn) £500 - £600 per year for prize for Young Musician of the Year, £1000 in 2021/22 2007 – 2022 (Spring) £600 per year for hire of piano & performance space for	26.09.22 - £600 towards cost of hire of venue & competition standard piano for Young Musician of the Year 27.02.23 - £600, hire of performance space for competition & cup	£600

**Sevenoaks Town Council
Youth Services Committee – 6th September 2023**

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grant history	2022/23	Current Grant Application
			Sevenoaks Three Arts Festival	winners concert for Sevenoaks Three Arts Festival	
Total funding requested					£2,825

Recommendation: The Committee is asked to consider awarding a grant to the above applicants from the Youth Outreach Budget, or to make recommendations to the F&GP Committee as appropriate.

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APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [Monday 11th March 2024 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 1 – YOUR ORGANISATION	
ORGANISATION YB	
Sevenoaks District Scout Council	
NAME OF CONTACT	
Jo Brookbank	
ADDRESS OF CONTACT	
[REDACTED]	
[REDACTED]	
[REDACTED]	POSTCODE [REDACTED]
TELEPHONE NO:	DAYTIME [REDACTED] EVENING [REDACTED]
EMAIL ADDRESS	jo.brookbank@sevenoaksscouts.org.uk
ARE YOU A REGISTERED CHARITY?	yes

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Scouting in Sevenoaks supports over 1000 youth members and 350 volunteers through 11 Scout Groups across the whole of the Sevenoaks District for age 4 to 14yo and 3 (soon to be 4) Explorer Scout Units for aged 14 to 17yo.

Purpose of Scouting: To actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

Values of Scouting: Scouts are guided by the values of Integrity, Respect, Care, Belief and Co-operation.

Scout Method: Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

Every member of Scouting takes part in activities outdoors throughout the year and are encouraged to take care of, learn to use and respect our environment. Litter picking and supporting conservation activities are regularly on our programme of activities.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

Beaver & Squirrel Scouts make a promise to love our World and all sections promise to help others and have badgework that includes understanding and caring for our environment.

Scouts have been taking the lead to preserve, protect and restore nature for many years through their sustainable development goals. Empowering young people to make a difference

<https://www.scouts.org.uk/about-us/help-others/scouts-for-sdgs/the-goals-explained/>

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	0
	B) VOLUNTEERS	350
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	625
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	625	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£
1,725

PLEASE DESCRIBE YOUR PROJECT

We would like to host an event for each of our Beavers, Cubs & Scouts in the Bat and Ball community centre over the course of a year. (Squirrel Scouts (4 to 6yo) is a new section with not as many members yet so we will combine with Beavers)

For example Pre pandemic we ran a Cub Car rally event using the Wildernesse sports hall. All 14 Cub packs would come together to race their home built cars on tracks. For volunteers to set up and run an event we would likely need the hall for approximately 4-6 hours. This cost would make the event prohibitive for all to attend.

2 halls would cost £510 for 6 hours or £380 for 4 hours use plus tables & chairs £40 plus kitchen £25 = £575 or £445

3 events of 6 hours duration (including set up) would incur a maximum cost of £1,725 to hire the halls.

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

We will use the grant to hire the Bat & Ball community centre to enable events for each section of Beavers, Cubs, Scouts & Explorers to come together from all groups in the Sevenoaks district.

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 TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

N/A ~~and~~

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES / NO

☐ ☒

IF YES, PLEASE GIVE DETAILS

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

As a Scout district we endeavour to bring all of our groups across the entire district together to support one another and share resources and best practice.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

124,589

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

Our annual costs vary dependant on

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

Fundraising occurs for specific events

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

We have not previously applied for grant from Sevenoaks Town.
Our accounts are prepared on a cash basis so vary from one year to the next dependant on different events/trips with some occurring once every 4 years such as our District camp.
Annual costs are not standard figures for us as an organisation.

Fundraising occurs for specific events such as international trips including Jamborees as well as funds raised through a variety of events to support equipment purchases to provide more future activities. We applied for KCC reconnect grant successfully which was invested in camping and activity equipment.

5A

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	☒
Form signed	☒
Audited accounts for the last two years	☒
Annual Report if available (or Project or Business Plan for a new organisation)	☒
<i>This is available on our website + Clerk's Commission</i>	
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/NO Yes

In accordance with THE SCOUT ASSOCIATION -

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

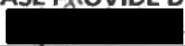
I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

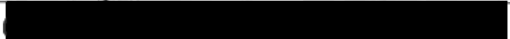
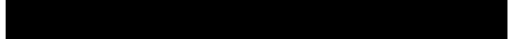
I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE  DATE *11/8/23*

NAME AND POSITION IN ORGANISATION: JO BROOKBANK
IN CAPITALS PLEASE DISTRICT COMMISSIONER

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



Bank	
Sort Code	
Account No.	

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** [11th August 2023] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [12th January 2024] 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.

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APPLICATION FOR GRANT AID 2023/2024

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PART 1 – YOUR ORGANISATION	
ORGANISATION	
Sevenoaks District Scout Council	
NAME OF CONTACT	
Jo Brookbank	
ADDRESS OF CONTACT	
[REDACTED]	
[REDACTED]	
[REDACTED]	POSTCODE [REDACTED]
TELEPHONE NO:	DAYTIME [REDACTED]
	EVENING [REDACTED]
EMAIL ADDRESS	jo.brookbank@sevenoaksscouts.org.uk
ARE YOU A REGISTERED CHARITY?	yes

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

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DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

Every member of Scouting takes part in activities outdoors throughout the year and are encouraged to take care of, learn to use and respect our environment. Litter picking and supporting conservation activities are regularly on our programme of activities.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

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Scouts have been taking the lead to preserve, protect and restore nature for many years through their sustainable development goals. Empowering young people to make a difference

<https://www.scouts.org.uk/about-us/help-others/scouts-for-sdgs/the-goals-explained/>

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	0
	B) VOLUNTEERS	350
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	625
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	625	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 500

PLEASE DESCRIBE YOUR PROJECT

We would like to be able to purchase and loan out litter pickers and hoops on a regular basis to each of our 11 groups that all have sections of Beavers, Cubs, Scouts as well as our 3 Explorer Scout units to enable safe and regular litter picking in all areas of the district by all of our youth members. We also now have 3 Squirrel dreys (aged 4 to 6yo) who are also starting to help with this activity.

We would also like to encourage our Explorer Scouts (14 to 17yo) to use the pickers to complete DoE volunteering on a weekly basis.

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

The litte pickers woud be held by the district to be loaned out regularly and for the foreseeable future. So we would like to invest in good quality equipment that does not break easily and can be used repeatedly for years to come.

By encouraging our youth to pick up litter we encourage good practice throughout their lives.

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

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YES / NO

☐ ☒

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR 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

CPB

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

As a Scout district we provide support to all 11 groups across the whole of Sevenoaks so the benefit is far wider than just the town.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

124,589

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

Our annual costs vary dependant on

HOW MUCH HAS THE GROUP RAISED
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58

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

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

Copy available on our website & from County Commissioner

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

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

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

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

SIGNATURE

[Redacted Signature]

DATE 11/08/2023

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

JO BROOKBANK
DISTRICT COMMISSIONER

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

Bank	[Redacted]
Sort Code	[Redacted]
Account No.	[Redacted]

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

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

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

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SEVENOAKS DISTRICT SCOUT COUNCIL

Registered Charity Number 303495
Scout Association Registered No. 12717

		2021-22		2020-21	
Notes					
Income					
Subscriptions		48,359	0	48,359	39,246
Subscriptions Received from Groups		3,402	0	3,402	1,720
Subscriptions Received from Explorers		(44,459)	0	(44,459)	(35,063)
Subscriptions Paid to National/County/District					
Net Membership Income	1	7,302	0	7,302	5,903
Activities					
Jamboree Income		0	7,127	7,127	0
Eurojam Income		0	0	0	14,742
Kilimanjaro	2	0	27,042	27,042	15,256
Badges and shop sales		15,570	0	15,570	3,157
Activity Income	3	583	0	583	0
Seal HQ Recharge		10	0	10	959
Explorer Units		11,746	0	11,746	1,760
Gift Aid Received	4	2,587	0	2,587	2,130
Other Income		0	0	0	1,097
Activities Income		30,496	34,169	64,665	39,101
Investments					
Bank and Deposit Income		1,664	0	1,664	1,632
Donations		0	0	0	0
COVID Related Grant Income	5	0	10,667	10,667	21,051
Investment Income		1,664	10,667	12,331	22,683
GROSS INCOME		39,461	44,836	84,297	67,686
Expenditure					
Jamboree fees	6	0	(6,002)	(6,002)	0
Development costs	7	0	(1,770)	(1,770)	0
Eurojam Repayment		0	0	0	(14,515)
Scout Shop and Badge Costs		(13,227)	0	(13,227)	(3,113)
Kilimanjaro		0	(9,170)	(9,170)	(2,154)
Activity and Event Expenses	8	(5,180)	0	(5,180)	(4,146)
Explorers Units		(13,577)	0	(13,577)	(4,742)
Activity Equipment	9	(6,568)	0	(6,568)	0
Online Scout Manager		(1,548)	0	(1,548)	(1,548)
Insurance		(1,625)	0	(1,625)	(1,564)
Other Expenses	10	(1,723)	0	(1,723)	(302)
Utilities and Seal HQ Expenses		(713)	0	(713)	(531)
Donations		0	0	0	(118)
Bank Charges		(192)	0	(192)	(80)
Gift Aid repaid	11	0	(2,268)	(2,268)	0
Printing and Computing		(334)	0	(334)	(229)
TOTAL EXPENDITURE		(44,686)	(19,210)	(63,897)	(33,042)
EXCESS INCOME	12	(5,225)	25,626	20,401	34,644
Balance Sheet					
Cash Funds Brought Forward				104,526	69,445
Excess Income for the Year				20,401	34,644
Expenditure on Stock				(1,338)	437
Cash Funds Carried Forward				123,589	104,526
SEVENOAKS DISTRICT SCOUT COUNCIL					

SEVENOAKS DISTRICT SCOUT COUNCIL

Registered Charity Number 303435
Scout Association Registered No. 12717

1. Subscription income for 2022 was based on a membership of 965, an increase of 138 from 2021

2. The income relating to Kilimanjaro is a combination of Participant payments and other fundraising

	2022	2021
Participant Instalments	26,500	10,750
District Funding		2,500
Other fundraising	542	2,006

3. Activity income in 2022 relates to income from Activity and training sessions

4. Gift Aid Received is income we were able to claim from HMRC relating to the Explorer subscriptions which has not been claimed for a number of years. This is a catch up payment of money owed to the Explorer section

5. The Grant received is a COVID related Government grant received via Sevenoaks District Council. Whilst there are no restrictions placed upon the District with regards to the spend of these funds, the Executive Committee deem it to be restricted for the purposes of supporting scouting in Seal and Sevenoaks due to the ownership of the Seal Head Quarters

6. Jamboree income and expense are treated as restricted as relate to the Participant income and payments made for our selected candidates to attend the WSJ in 2023

7. Development costs are legal and surveyor fees incurred in the ongoing District goal of improving the facilities of Scouting in Seal and our District headquarters

8. Activity Expenses are mainly related to events supporting the District during the covid period

9. Investment in Equipment such as Canoes, Paddleboards, Helmets and Silent Disco System for District wide Activities

10. Other Expenses include costs incurred in lieu of a full St George's day celebration in 2021, and licenses held on behalf of the District

11. Gift aid owed last year due to the cancellation of Eurojam has been repaid to HMRC in full

12. Profit for the year totalled £20,401, however £25,626 is considered restricted, largely due to Kilimanjaro money received. Profit purely for the district was a loss of (£5,225)

SEVENOAKS DISTRICT SCOUT COUNCIL

Registered Charity Number 303435
Scout Association Registered No. 12717

STATEMENT OF ASSETS AND LIABILITIES AT MARCH 2022

	2021-22 £'s	2020-21 £'s
ASSETS		
Cash Fund		
Bank Current Account	61,454	68,016
Restricted Funds	1 62,136	36,510
Total Bank Account	123,589	104,526
Bank Deposit Account	1,000	1,000
TOTAL CASH FUNDS	124,589	105,526
Investment Assets		
Units in COIF Charities Investment Trust Fund	60,544	55,714
TOTAL INVESTMENT ASSETS	60,544	55,714
Non Monetary Assets For Charity Use		
Badge and Shop Stock	7,344	6,006
Land and Buildings	2 3,274	3,274
TOTAL NON MONETARY ASSETS FOR CHARITY USE	10,618	9,280
TOTAL ASSETS	195,751	170,520
LIABILITIES		
Gift Aid repayment	3 0	4,260
TOTAL LIABILITIES	0	4,260
TOTAL ASSETS LESS TOTAL LIABILITIES	195,751	166,260

Notes:

1. Restricted funds have grown this year due to additional Covid related Grants. As at 31.03.2022 SDSC has received a total of £31k in Covid Grants, and the increase in funds held due to participant installments for the Kilimanjaro trip
2. **Post Balance Sheet Event** - Included in this total is Land owned in Sundridge that has subsequently been sold with Sale proceeds totalling £75,363
3. The liability owed in FY21 to HMRC in relation to Gift Aid has been fully repaid

Approval

The above Financial Statements have been approved by the Trustees



A Hitchings, District Chair



J Brookbank, District Commissioner

Date: 28th JANUARY 2023

Date: 27th January 2023

SEVENOAKS DISTRICT SCOUT COUNCIL

Registered Charity Number 303435
Scout Association Registered No. 12717

	Notes	2020-21	2020-21	2019-20	2019-20
Subscriptions					
Subscriptions Received from Groups		39,246	0	39,246	90,411
Subscriptions Received from Explorers		1,720	0	1,720	3,278
Subscriptions Paid to National/County/District		(35,063)	0	(35,063)	(78,753)
Net Membership Income	1	5,903	0	5,903	14,936
Activities					
Jamboree Income		0	0	0	7,202
Eurojam Income	2	0	14,742	14,742	17,162
Kilimanjaro	3	0	15,256	15,256	0
Badges and shop sales		3,157	0	3,157	9,117
Explorer Units		1,760	0	1,760	12,605
Activity Income	4	0	0	0	4,343
Seal HQ Recharge		959	0	959	2,968
Gift Aid Received	5	0	2,130	2,130	138
Other Income		1,097	0	1,097	164
Activities Income		6,973	32,128	39,101	53,699
Investments					
Bank and Deposit Income		1,632	0	1,632	1,604
Donations		0	0	0	1,000
COVID Related Grant Income	6	0	21,051	21,051	0
GROSS INCOME		14,507	53,179	67,686	71,240
Expenditure					
Jamboree fees		0	0	0	(6,255)
Mag 7		0	0	0	(378)
Eurojam Repayment	2	0	(14,515)	(14,515)	(17,100)
Scout Shop and Badge Costs		(3,113)	0	(3,113)	(8,414)
Activity Expenses	7	(3,487)	0	(3,487)	(2,353)
Explorers Units		(4,742)	0	(4,742)	(10,206)
Activity Equipment		0	0	0	(5,553)
Online Scout Manager		(1,548)	0	(1,548)	(1,161)
Insurance		(1,564)	0	(1,564)	(1,403)
Other Expenses		(302)	0	(302)	(358)
Utilities and Seal HQ Expenses		(531)	0	(531)	(879)
Donations		(118)	0	(118)	0
Covid Related Expenses	8	(659)	0	(659)	0
Kilimanjaro		0	(2,154)	(2,154)	0
Bank Charges		(80)	0	(80)	(65)
Printing and Computing		(229)	0	(229)	(91)
TOTAL EXPENDITURE		(16,373)	(16,669)	(33,042)	(54,215)
EXCESS INCOME		(1,866)	36,510	34,644	16,715
Reconciliation of Income					
Cash Funds Brought Forward				69,445	56,002
PY Net Overstatement of Activity Income					(2,126)
Excess Income for the Year				34,644	16,715
Expenditure on Stock				437	(1,146)
Cash Funds Carried Forward				104,526	69,445
SEVENOAKS DISTRICT SCOUT COUNCIL					

SEVENOAKS DISTRICT SCOUT COUNCIL

Registered Charity Number 303435
Scout Association Registered No. 12717

Notes to the Financial Statements

1. Subscription income for 2020 included two membership payments due to the change in Accounting year end. Membership Income for 2021 was based on a lower membership, being calculated on a census total of 827 (including 78 Explorers) vs membership in 2020 of 996

2. Eurojam income reflects the repayment from County of the instalments made for the cancelled Eurojam trip. This is offset in the Expense line for Eurojam where the majority of participants have been refunded

3. The income relating to Kilimanjaro is a combination of Participant payments and other fundraising

Participant Instalments	10,750
District Funding	2,500
Other fundraising	2,006

The District has supported 2 district wide online fundraising ventures during Covid, Kilimanjaro and Climate Quest. This support has been for the purchase of badges which will be provided to young people free of charge upon the completion of specific challenges. The Climate Quest costs will be highlighted in the following years accounts.

4. Activity income in 2020 related to income from Kayaking and Archery. Due to Covid restrictions this has not been able to take place for the entire year ended 2021

5. Gift Aid Received is income we were able to claim from HMRC relating to the Eurojam trip in the 2021 year end, the total repayable to HMRC is £2,268 due to income received in 2020. This is to be paid back in full to HMRC as soon as possible.

6. The Grant received is a COVID related Government grant received via Sevenoaks District Council. Whilst there are no restrictions placed upon the District with regards to the spend of these funds, the Executive Committee deem it to be restricted for the purposes of supporting scouting in Seal and Sevenoaks due to the ownership of the Seal Head Quarters

7. Activity expenses for 2021 include the District support for the Kilimanjaro purchase of badges mentioned in note 5. The remaining expenses were largely for District led activities such as Cookery skills and Animal related education. This was for Badgework that was provided via Zoom and available for the District as a whole

9. Covid related expenses are largely the cost of additional server capacity to support virtual scouting and the purchase of hand sanitiser and PPE

SEVENOAKS DISTRICT SCOUT COUNCIL

Registered Charity Number 303435
Scout Association Registered No. 12717

STATEMENT OF ASSETS AND LIABILITIES AT MARCH 2021

	2020-21 £'s	2019-20 £'s
ASSETS	£'s	£'s
Cash Fund		
Bank Current Account	68,016	69,445
Restricted Funds	36,510	0
Total Bank Account	104,526	69,445
Bank Deposit Account	1,000	1,000
TOTAL CASH FUNDS	105,526	70,445
Investment Assets		
Units in COIF Charities Investment Trust Fund	55,714	46,262
TOTAL INVESTMENT ASSETS	55,714	46,262
Non Monetary Assets For Charity Use		
Badge and Shop Stock	6,006	6,443
Land and Buildings	3,274	3,274
TOTAL NON MONETARY ASSETS FOR CHARITY USE	9,280	9,717
TOTAL ASSETS	170,520	126,424
LIABILITIES		
Gift Aid repayment	1 2,268	138
TOTAL LIABILITIES	2,268	138
TOTAL ASSETS LESS TOTAL LIABILITIES	168,252	126,286

Notes:

1. Prior year Balance sheet includes an amount owed to HMRC with relation to Gift Aid on the cancelled Eurojam trip, for clarity this has now been recorded as a liability

Approval

The above Financial Statements have been approved by the Trustees



A Hitchings, District Chair

Date: 31/1/2022



J Brookbank, District Commissioner

Date: 31/1/2022



DISTRICT SCOUT COUNCIL

ANNUAL REPORT

1ST APRIL 2021 – 31ST MARCH 2022

including

TRUSTEES' ANNUAL REPORT

and

ACCOUNTS FOR THE YEAR ENDING

31 March 2022

(accompanying document)

Sevenoaks District Scout Council

Charity registered in England No: 303435

Scout Association registered No: 12717

Annual report for the year ending 31 March, 2022

(Attached Trustees' Annual Report and Financial Accounts for the year ending 31 March, 2022)

PRESIDENT: Richard Parry
VICE-PRESIDENT: David Reburn

THE DISTRICT EXECUTIVE COMMITTEE:

Ex-Officio Members:

District Chairman	Anthony Hitchings
District Treasurer	Samantha Devenney
District Secretary	Nicola Crawford
District Commissioners	Jo Brookbank and Michael Dreksler
District Youth Commissioners	Vacant
District Network Comm'r	Katie McCreadie
District Explorer Scout Comm'r	Mike Randall

Elected Members: Michael Schwarz, Erik Barrow, Kelly Moore, Bertie Downard, Russell Porter, Nick Roberts

DCs Nominated Members: Jennifer Baker-Hirst, David Martin, Nigel Rainey, and William Morrish

Co-opted Members: None

SUB-COMMITTEES:

APPOINTMENTS: Chris Barrow (Appointments Chairman & Secretary), Michael Schwarz, John Talbot, Jeanette Schwarz, Barry Sharp, Kelly Williams, Owen Compton, Tom McKeen, Hayley Bechervaise.

FINANCE: Samantha Devenney, Jennifer Baker-Hirst and DC-Team
ESTATES: Michael Schwarz; William Morrish, Robert Downard and Nick Roberts

DISTRICT ROLES:

District Active Support Mgr	Vacancy
District Scout Shop Mgr	Angie Davie (to Sept 2021)
District Badge Secretary	Jeanette Schwarz
District Scout Quartermaster	Vacancy
Youth Representative	Vacancy
Local Training Manager	Nigel Rainey
ADC Activities	Erik Barrow
District Beaver Team	Jan Padgett, Shelley Williams
District Cub Team	Nicholas Roberts, Phil Seabrook
District Scout Team	Vacancy

Bankers	Lloyds TSB, CAF Bank Ltd (closed during year)
Other adviser:	CCLA Investment Management Ltd
Charity contact:	Samantha Devenney, 35 Bradbourne Road, Sevenoaks, Kent. TN13 3PZ

Structure, governance and management

The Sevenoaks District Scout Council's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye laws of the Association and The Policy, Organisation and Rules of The Scout Association. The Sevenoaks District Scout Council is a trust established under its rules which are common to all Scouts.

The Trustees, the District Executive Committee (DEC), are appointed in accordance with the Policy, Organisation and Rules of The Scout Association at the Annual General Meeting (AGM), either by election or approval of their nomination; other trustees may be co-opted during the year to serve until the next AGM.

The Sevenoaks District Scout Council, which is an educational charity, is managed by the District Executive Committee, the members of which are responsible for complying with legislation applicable to charities.

The DEC exists to support the District Commissioner team in meeting their responsibilities and to provide support for the charity.

Risk and Internal Control

The Trustees have in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include two authorised signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

Objectives and Activities

The Purpose of Scouting - Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. The Values of Scouting - As Scouts we are guided by these values:

- Integrity - We act with integrity; we are honest, trustworthy and loyal.
- Respect - We have self-respect and respect for others.
- Care - We support others and take care of the world in which we live.
- Belief - We explore our faiths, beliefs and attitudes.
- Co-operation - We make a positive difference; we cooperate with others and make friends.

The Scout Method - Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

Annual Report 2021-2022

CHAIRMAN'S REPORT

This financial year continued to present challenges due to COVID-19 restrictions. The census numbers highlighted a dip in those attending the cub age range in particular which may have been down to a range of factors. The good news is that overall numbers are starting to see a pick up again now that Scouting has returned to face to face activities.

The Exec has continued to meet regularly every 2 months throughout the year. Significant progress has been made on plans for the Seal Headquarters working with Tarmac on ideas for a new site that will involve redeveloping an existing barn for Scouting use. The Estates team has also been busy with a decision made to auction off land at Sundridge. The actual sale report will appear in next year's accounts due to it taking place in the next financial year and I am pleased to report a good result.

WSJ selection took place. Sevenoaks has been granted an additional 2 places since the initial selection weekend meaning 8 Scouts will attend the WSJ in South Korea. There was significant interest in selection shown with over 50 candidates attending and a good spread from across the district.

Our efforts on leader training paid off with targets achieved for safety, safeguarding and first aid training. Many thanks to Nigel Rainey and Chris Barrow for all your excellent work coordinating both the training and appointments.

Discussions on a minibus training policy have taken place and the plan is to circulate this to all groups whilst also centrally providing funding and training for 2 drivers from each group to be MIDAS trained.

Erik Barrow conducted a consultation exercise for activities and training needs. This is helping Erik to develop a planned approach to training for activities. Funding was agreed for a new activity store and a shipping container is now in place for storing activity equipment. This is also being used to ensure regular access to uniform via the scout shop.

In March, several grant applications were submitted to the Kent County Council Reconnect fund. This resulted in funding of some £8k for paddleboarding and a further £8k for an activity day. This funding is to be used by the end of August 2022 and is to help young people reconnect with their pre-pandemic lives. It should leave a legacy of equipment and in the case of paddleboarding trained volunteers so as to continue to offer some great activities to our young people. The detailed report for this should sit in the next annual report, for now I am pleased to report that both the activity day and paddleboarding has been a success. It was great to bring the district together over several sessions and in doing so leave a legacy in terms of both equipment and trained adults

Anthony Hitchings, District Chairman

DISTRICT COMMISSIONERS' REPORT

We started the Scouting year in April 2021 with a fantastic online St George's Day celebration, led by Kelly Willams and Tom McKeen, our outgoing District Youth commissioners, with Erik Barrow supporting the technical wizardry in the background. We ran a series of challenges for young people to take part in in the lead up to the

broadcast on YouTube and organised a “build a wooden dragon” kit competition too. As brilliant as these remote celebrations were, we were delighted that by the end of the year the district was able to look forward to the return of a whole district outdoor parade, promise renewal and activities in the same format we had all last enjoyed in 2019.

At the start of the year Scouting was online with additional district run sessions for all groups to join. We also launched our iScout in Sevenoaks Newsletter to support district communications. We then moved on quite rapidly with most groups and sections getting back to face-to-face scouting as fast as they could and a return to “normal” Scouting.

Nearly everyone managed to run residential activities for the first time in over a year, with several summer camps taking place. This was incredible given the challenges we still faced and involved the approval of many risk assessments as well as plenty of “covid safe” measures. One group also managed to reopen their Scout troop that had been dormant for several years and another group opened Scouting’s newest section for 4 and 5 year olds, a Squirrel Drey - joining nine others in Kent and 200 in the UK that launched this section. We have been overwhelmed by demand as well as the number of new parent supporters for this age range; this section is being run entirely by adults new to Scouting and we are making plans to build on this success and open two further Squirrel Dreys in other groups in the coming year.

Although we were eager, many were reluctant to agree to larger gatherings during the year which meant that this year has been very much about support and planning for the future. We have all been very busy ensuring our Scouting members are fully trained to deliver Scouting safely as well as setting up and offering training for a variety of activities, such as fencing (with swords) and training to lead water based activities.

The World Scout Jamboree (WSJ) selection took place in the Autumn term and was our largest face to face District activity of 2022. It enabled over 50 young people, the largest number of applicants Sevenoaks has ever had, to come together for a weekend of team challenge activities, cooking a Korean meal in patrols and camping with new friends. We could have selected so many more if only we had more places to offer, the worst part is having to disappoint so many. However we know that new friendships were made and the event was really well received by all of our young people. As it followed the last two years of little face to face activity it gave us all a great boost for the future of Sevenoaks and Scouting. Our census count in January demonstrated we were almost back to pre-pandemic levels and explained the large number of WSJ applicants when we realised that the growth in the scout- and explorer-aged range had risen to be 44% of our overall total number of young people.

In the Spring term we started to make use of some of the new paddleboards we had invested in, running several paddleboard sessions for interested adults as well as young people in the swimming pool at St Michael’s School in Otford. This then inspired us for one of our KCC Reconnect Grant applications, as you have read in the Chair’s report. We went on to use one application as a way of getting more adults involved in supporting our young people to get out on the water. We were successful in our application and we now have the start of a “paddling team” in the Summer 2022 thanks to recruiting new adult members which has enabled us to set up a new Active Support Unit for water activities. More news on that next year.

Further grant applications were made to expand our collection of equipment for district activities, events and fundraising as well as creating additional training opportunities for leaders especially to encourage recruitment to become part of our support team.

During the pandemic we postponed our four-yearly whole district camp, Mag7, in 2022 and we have started preparations in earnest to hold this event in 2023; 28th April to 1st

May. We have booked a site and made initial steps to book a series of activities including the infamous Kent Climbing team and jump bag. The next steps are to organise infrastructure and activity leaders.

Jo Brookbank and Michael Dreksler, District Commissioners

FINANCIAL REVIEW

Financial Year End

The Financial Statements for the year ended 31st March 2022 relate to a 12 month accounting period and are prepared on a Receipts and Payments basis.

Cash and Investments

At the end of the year, total cash funds amounted to £124,589 (2021 £105,526). The District adopts a risk averse approach to investment of its funds and all funds are held with mainstream banks with the exception of units held in COIF The Charities and Investment Fund - these units were valued at £60,544 in March 2021 (original purchase price £19,783).

Reserves policy

It is the policy of Sevenoaks District Scout Council to hold a reasonable level of reserves in order to provide a sound financial basis for the development and running of Scouting within the District and to vary that level through annual budgeting according to perceived future needs and risks. In particular, the funds are there to provide financial support to Scout Groups in the event of financial difficulties to continue operation or to establish or improve their facilities, to supplement the cost of training leaders, to subsidise the annual membership subscriptions, to support the prepayment of fees for young people attending Jamborees, to up-date and purchase activity equipment, and to cover possible unforeseen costs and emergencies. At the end of the financial year 21/22 we have allocated £25,000 as a reserve.

Sam Devenney, District Treasurer

APPROVAL

The Trustees declare that they have approved the Trustees Report on: 10/9/2022

Signed on behalf of the Charity's Trustees:


A Hitchings, District Chair


J Brookbank, District Commissioner

DISTRICT ESTATES TEAM REPORT

The Estates Sub-Committee has been working on various projects over the year. This has principally focused on issues relating to the existing headquarters of the Seal Scout Group. The building in Jubilee Rise in Seal is also used by Sevenoaks District Scouts and will be known to many as it was the base for the Scout Shop for many years. After analysis of the options for retaining scouting in Jubilee Rise by either refurbishment or redevelopment of the existing building it was agreed that a new location for the Group was the best alternative. Potential alternatives in Seal were identified and discussed with the Parish Council. A preferred location has been identified and heads of terms for the acquisition of the building have been agreed with the current owner. In order to progress with this acquisition the existing site in Seal will be sold. Steps are being taken to secure the maximum value for the existing site. It is hoped that the transaction to acquire the new facility will progress by the end of 2022. At this stage further steps can be taken to move forward with the provision of the new HQ for the Seal Group. It will also provide the opportunity to create a significant facility that would serve scouting in Sevenoaks more broadly.

Another project has involved the sale of a parcel of land in Sundridge. This has been owned by The Scout Association Trust Corporation (SATC) for a number of years and never been used for scouting purposes. Agreement was reached with the SATC that the land could be sold and the proceeds retained by Sevenoaks District. The sale has been completed at auction. This was completed post year end and will be in the accounts for the year 2022/23

The District Estates Sub-Committee is a resource available to all Groups in the District to assist with property related matters.

Nick Roberts , Estates Team Chair

DISTRICT YOUTH COMMISSIONERS REPORT

The Youth Commissioner role has remained vacant this year and the search for youth representation on the executive committee is ongoing. This is an opportunity for somebody aged 18-25 to gain management experience that would reflect well on any CV. Mentoring and guidance will be provided. If you are interested or know anybody who is interested please let us know,

Chairman

EXPLORER SCOUT SECTION

This year has been another excellent year for the Explorer Scout section in the district. We were finally able to resume many activities that were just not possible during the pandemic, and throughout the year each unit has been able to run a wide ranging programme that combines traditional scouting activities along with some more challenging and unusual activities. There have been scavenger hunts aplenty, backwoods cooking, night hikes, movie nights, tubing and tobogganing, ice skating, foot golf and murder mystery evenings.

Our 2022 Census indicated we have 103 Explorers / Young Leaders in the district and throughout the year, each unit has seen good attendance. Beaufighters had an average of 10 on a weekly basis, Holmesdale's average was 20 and Puxty saw an average of 30 young people attending on a weekly basis.

During the year, 3 Young Leader Module A training sessions were held for the Young Leader Section and for those Duke of Edinburgh volunteers, in total 27 people received the training preparing them for their roles in the District.

All of the above could not have been possible without the time, dedication and support of the team in the District. So a huge thank you goes out to all of the leaders and anyone else who has helped out behind the scenes.

We could not do this without you !!!

Mike Randall (District Explorer Scout Commissioner)

NETWORK SECTION

Katie coordinates the network section and helps them to be as self-organising as possible

Kate McCreddie (District Network Commissioner)

DISTRICT ACTIVE SUPPORT REVIEW

During the reporting period for the annual report, the district active support team had not been meeting. More recently though, there has been a social event with another meeting planned in October.

David and Rosalind Hitchings, Active Support

ACTIVITIES REPORT

This year (1st April 2021 – 31st March 2022) was the first time we could properly restart many activities since the COVID-19 lockdowns in the previous year along with COVID-19 precautions that made running activities difficult. In the past year we have successfully run some new activity training courses such as fencing (swords) and have started the process of renewing activity permits for those who expired over the lockdown periods (ongoing).

In the year ahead we hope to fully restart running badge activity days for scouts, and provide even more training for new leaders to take on running adventurous activities. We have plans for stand up paddle boarding instructor training before the summer holidays and further fencing and archery courses to be held in the Autumn.

This period also saw the selection of 8 young people for the World Scout Jamboree in Korea for 2023, along with 1 Unit leader from Sevenoaks (Rob Francis), and 3 members of the International Service Team (Erik, Felix, and Max). Our jamboree subsite can be used to find out more... jamboree.sevenoaksscouts.org.uk/

The 2022 Kilimanjaro expedition is going ahead as planned and will have been concluded by the time the AGM is run this year. A total of 11 adult scouters are taking part from across Sevenoaks, Kent, and the UK. COVID 19 made this an interesting experience to plan and we hope the team will have the experience of a lifetime. See more here... kilimanjaro.sevenoaksscouts.org.uk/

Erik Barrow (Assistant District Commissioner Activities)

APPOINTMENTS SUB-COMMITTEE

Since April 2021 the Appointments team have interviewed 37 leaders and reviewed 22 leaders who have changed roles or taken on additional roles.

We are currently seeing all new appointments normally within about 2 weeks of them being added to Compass. Meetings are all virtual, however when appropriate we will add a few face to face meetings, but will continue with virtual as well.

All new adults who are added to Compass with the exception of Occasional helpers receive a welcome email within a few days with information on appointments process, a link to their Job role, information and links for training and if relevant to their role, an invite to meet with the District Appointments team. The Welcome email also provides useful contact information and useful links to Scouting websites.

We are currently without an Appointments Secretary and I am covering a joint Chair/Secretary role while we search for the right person to take on the role.

The focus continues to reduce the number of appointments that are either Pre Provisional, or Provisional. Pre Provisional roles are those that have not completed the appointments process and Provisional are those that have, but have not completed their Getting started training.

The other areas of focus will be to review the status of Adult reviews across the District.

I would like to thank the appointments committee team members for the many hours that they give to ensure that adults appointed within the District are suitable for a role in Scouting, working with children, young people and being part of a Leadership team.

This year John Gandon stepped down from the team and I would like to thank him for the valuable contribution he has made over the years.

Disclosures as of 8th May 2022

We have no leaders with expired Disclosures and 11 Adult roles needing to be renewed in the next 30 days.

Number	Status	Notes
8	Disclosure requested	Applications requested - Not started
1	Pending applicant information	Application in progress
3	Dispatched to DBS	Processing

Role Status

Number of roles in brackets:

Number	Status	Notes
14 Leader roles (- 11 on last year)	Pre Provisional	These are roles that have not been approved and are a mix of Exec members, additional roles and leaders awaiting

		DBS/References prior to DC/Appointments Approval
39 Leader roles (-7 on last year)	Provisional	These are roles that have been approved but have not completed the required training for the role.
440 (+54) roles	Full	These are all full roles held by Adults in the District, this is not the number of Adults (Excludes Occasional helpers). Note: a lot of extra roles were added by Activities team

Compliance

There has been very good progress in clearing the backlog of Safety and Safeguarding which is very positive and shows the work put in by everyone to achieve this.

Number	Training module	Notes
5 (-29 on last year)	Safeguarding	Adult roles that need to complete safeguarding
0 (-37 on last year)	Safety	Adult roles that need to complete their Safety

Chris Barrow, Appointments Advisory Committee Chairman and Secretary

TRAINING REPORT

We have had a challenging year with the requirement from Headquarters for all leaders and executive members to complete their "Getting Started" and First Aid Training. I am happy to say that after starting the process with 28% of our leadership needing to complete these and a target of 4% by end of March 22 we were able to meet that target. There has been a huge task to get all leaders in Kent County to revalidate their First Aid Training which Headquarters now says should be kept up to date at all times. The county unfortunately had one of the worst positions in the country but we are now one of the best. I would like to thank all The Leaders that have taken the time to catch up with their training and look forward to helping them meet their targets in the future.

Nigel Rainey, Local Training Manager

ADULT AWARDS

The following awards have been made in the District this year

Award	Full Name
The Cornwell Scout Badge	Jacob Hare
Commissioners Commendation	Chris Barrow
	Erik Barrow
	Angie Davie
	Helen Davies
	Sam Devenney
	Tabs Duce
	Malcolm Fisher
	Anthony Hitchings
	Steve Kelley
	Andy King
	Tina Lane
	Julie Madden
	Kevin McDonnell
	Tom Mckeen
	Lucy Morgan
	Jan Padgett
	Matt Podd
	Nigel Rainey
	Nicholas Roberts
	Philip Seabrook
	Kelly Williams
Award for Merit	Mark Whittock
Chief Scout's 60 years Service Award	John Spurway
Chief Scout's 40 years Service Award	Rosalind Hitchings
Chief Scout's 30 years Service Award	Jeanette Schwarz
Chief Scout's 25 years Service Award	Andrew Holland
	Caroline O'Mahony
Chief Scout's 20 years Service Award	Stephanie Bailey
	Chris Barrow
	Helen Davies
	Andy King
	Mary Martin
	Ali Miller
	Michael Schwarz
Chief Scout's 15 years Service Award	Richard Everest
	Michael Laver-Smith
	Ian Manuel
	Mark Reynolds
Chief Scout's 10 years Service Award	Erik Barrow
	Jo Brookbank

Award	Full Name
Chief Scout's 10 years Service Award	Paul Dacey David Galloway Russell Porter Matthew Prentice Richard Townsley Simon Wood
Chief Scout's 5 years Service Award	Richard Arnold Geoffrey Barnes Nicola Blain Ben Brownless Mark Craig Lizzie Dreksler Josefine Follett Jason Harvey Scott Henderson James Hugill Scott Jenkins Richard Jepson Richard Lindsay Martin Maystone Kevin McDonnell Andy Mcewen Tom Mckeen Kyra McParland Helen Moffett Trevor Norsworthy Charlotte Parkinson Matt Podd Philip Seabrook James Sharp Christine Skeels Rik Snook Kirsten South Riana Taylor Fiona Thompson Callum Tomlinson-Corbey Joanne Toogood Kelly Williams

CENSUS

As has been said previously, this year has been one of recovery after the year inside.

Cub Scout numbers have been impacted most, with the section returning to numbers last seen over five years ago.

	2021								2022							
	Sq	Be	Cu	Sc	Ex	Net	Youth	Adults	Sq	Be	Cu	Sc	Ex	Net	Youth	Adults
District								12								12
Network						21	21							14	14	
Explorers					78		78	13					103		103	9
Beaufighters ESU					9			2					9			1
Puxty ESU					21			4					34			3
Holmsdale ESU					19			4					20			3
Churchill YLU					29								40			
Active Support								22								13
1st Sevenoaks (Hicks Own)		12	27	32			71	19		20	20	38			78	23
3rd Sevenoaks (Riverhead)		13	52	82			147	34		17	73	68			158	37
4th Sevenoaks (St John's)		42	48	47			137	50	15	45	46	65			171	46
6th Sevenoaks (Kemsing)		21	23	12			56	11		23	15	15			53	15
7th Sevenoaks (Halstead)		10	5	11			26	10		20	10	14			44	13
9th Sevenoaks (Seal)		15	19				34	12		15	21	20			56	15
10th Sevenoaks (Weald)		8	16	11			35	9		11	18	22			51	10
12th Sevenoaks (1st Edenbridge)		20	26	26			72	24		34	21	32			87	32
15th Sevenoaks (Otford)		14	39	17			70	12		20	37	18			75	15
16th Sevenoaks (Ide Hill)		15	23	23			61	13		10	9	17			36	9
17th Sevenoaks (Westerham)		12	15	13			40	19		20	17	16			53	21
		182	293	274	78	21	848	260	15	235	287	325	103	14	979	270

Census figures as of the end of January 2021 and 2022 respectively

Michael Dreksler

DISTRICT SCOUT SHOP

This year our longstanding shop manager, Angie Davie, stepped down and since September 2021 the shop has been run by Jo Brookbank supported by Helen Davies. Angie however kindly continued to support by completing the accounts and in the background too. The shop has however had a very successful year, probably partly due to the fact that local scout shops and Scout HQ are the only places now to purchase uniform at the correct retail price. This has also been despite the uniform supply chain issues resulting in a wait of 6 months for some items. Towards the end of the year stock levels returned almost back to normal. A new team is being recruited for the coming year and the shop stock will be held going forward at the 4th Scout Hut, Mill Lane.

Scout Shop Manager

SEVENOAKS DISTRICT SCOUT COUNCIL

Registered Charity Number 303435
Scout Association Registered No. 12717

INCOME AND EXPENDITURE STATEMENT FOR PERIOD ENDED 31st March 2022

		Notes	Unrestricted		Restricted		2021-22		2020-21	
			£'s	£'s	£'s	£'s	TOTAL		£'s	£'s
			£'s	£'s	£'s	£'s	£'s	£'s	£'s	£'s
INCOME										
Subscriptions										
			48,359		0		48,359		39,246	
			3,402		0		3,402		1,720	
			(44,459)		0		(44,459)		(35,063)	
										</

SEVENOAKS DISTRICT SCOUT COUNCIL

Registered Charity Number 303435
Scout Association Registered No. 12717

NOTES TO THE INCOME AND EXPENDITURE STATEMENT

1. Subscription income for 2022 was based on a membership of 965, an increase of 138 from 2021

2. The income relating to Kilimanjaro is a combination of Participant payments and other fundraising

	2022	2021
Participant Instalments	26,500	10,750
District Funding		2,500
Other fundraising	542	2,006

3. Activity income in 2022 relates to income from Activity and training sessions

4. Gift Aid Received is income we were able to claim from HMRC relating to the Explorer subscriptions which has not been claimed for a number of years. This is a catch up payment of money owed to the Explorer section

5. The Grant received is a COVID related Government grant received via Sevenoaks District Council. Whilst there are no restrictions placed upon the District with regards to the spend of these funds, the Executive Committee deem it to be restricted for the purposes of supporting scouting in Seal and Sevenoaks due to the ownership of the Seal Head Quarters

6. Jamboree income and expense are treated as restricted as relate to the Participant income and payments made for our selected candidates to attend the WSJ in 2023

7. Development costs are legal and surveyor fees incurred in the ongoing District goal of improving the facilities of Scouting in Seal and our District headquarters

8. Activity Expenses are mainly related to events supporting the District during the covid period

9. Investment in Equipment such as Canoes, PaddleBoards, Helmets and Silent Disco System for District wide Activities

10. Other Expenses include costs incurred in lieu of a full St George's day celebration in 2021, and licenses held on behalf of the District

11. Gift aid owed last year due to the cancellation of Eurojam has been repaid to HMRC in full

12. Profit for the year totalled £20,401, however £25,626 is considered restricted, largely due to Kilimanjaro money received. Profit purely for the district was a loss of (£5,225)

SEVENOAKS DISTRICT SCOUT COUNCIL

Registered Charity Number 303435
Scout Association Registered No. 12717

STATEMENT OF ASSETS AND LIABILITIES AT MARCH 2022

	2021-22 £'s	2020-21 £'s
ASSETS	£'s	£'s
Cash Fund		
Bank Current Account	61,454	68,016
Restricted Funds	1 62,136	36,510
Total Bank Account	123,589	104,526
Bank Deposit Account	1,000	1,000
TOTAL CASH FUNDS	124,589	105,526
Investment Assets		
Units in COIF Charities Investment Trust Fund	60,544	55,714
TOTAL INVESTMENT ASSETS	60,544	55,714
Non Monetary Assets For Charity Use		
Badge and Shop Stock	7,344	6,006
Land and Buildings	2 3,274	3,274
TOTAL NON MONETARY ASSETS FOR CHARITY USE	10,618	9,280
TOTAL ASSETS	195,751	170,520
LIABILITIES		
Gift Aid repayment	3 0	4,260
TOTAL LIABILITIES	0	4,260
TOTAL ASSETS LESS TOTAL LIABILITIES	195,751	166,260

Notes:

1. Restricted funds have grown this year due to additional Covid related Grants. As at 31.03.2022 SDSC has received a total of £31k in Covid Grants, and the increase in funds held due to participant installments for the Kilimanjaro trip
2. **Post Balance Sheet Event** - Included in this total is Land owned in Sundridge that has subsequently been sold with Sale proceeds totalling £75,363
3. The liability owed in FY21 to HMRC in relation to Gift Aid has been fully repaid

Approval

The above Financial Statements have been approved by the Trustees



A Hitchings, District Chair

Date: 28th JANUARY 2023



J Brookbank, District Commissioner

Date: 27th January 2023

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [Monday 11th March 2024 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 1 – YOUR ORGANISATION	
ORGANISATION	
SEVENOAKS THREE ARTS FESTIVAL YOUNG MUSICIAN OF THE YEAR 2024	
NAME OF CONTACT	
MRS JEAN SURREY FESTIVAL TREASURER	
ADDRESS OF CONTACT	
[REDACTED]	
	POSTCODE
	[REDACTED]
TELEPHONE NO:	DAYTIME
	[REDACTED]
	EVENING
	[REDACTED]
EMAIL ADDRESS	[REDACTED]
ARE YOU A REGISTERED CHARITY?	YES

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

SEVENOAKS THREE ARTS FESTIVAL ORGANISES A COMPETITIVE PERFORMING ARTS FESTIVAL HELD IN JUNE OVER 4 DAYS WITH OVER 400 PARTICIPANTS, MAINLY OF SCHOOL AGE AND PREDOMINANTLY FROM SEVENOAKS AND SURROUNDING AREA. IT ALSO ORGANISES THE SEVENOAKS YOUNG MUSICIAN OF THE YEAR COMPETITION. THIS IS A 1 DAY EVENT ATTRACTING SERIOUS MUSICAL STUDENTS UP TO THE AGE OF 21. THIS GIVES SEVENOAKS ITS OWN PRESTIGIOUS COMPETITION, RANKING WITH OTHER YOUNG MUSICIAN COMPETITIONS HELD AROUND THE COUNTRY.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

SEE RESPONSE BELOW

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

THE COMPETITION IS THOUGHT TO HAVE LITTLE ENVIRONMENTAL IMPACT AS A MUSICAL ACTIVITY.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	NONE
	B) VOLUNTEERS	20+
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	FESTIVAL OVER 1000
HOW MANY 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 28TH YEAR. IT IS A DEVELOPMENT OF THE SEVENOAKS THREE ARTS FESTIVAL, IT IS NATIONALLY RECOGNISED, BRINGING PRESTIGE TO SEVENOAKS. ALL COMPETITORS COME FROM SEVENOAKS AS WELL AS ALL OVER THE COUNTRY FOR THE TITLE OF SEVENOAKS YOUNG MUSICIAN OF THE YEAR

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

THE COMPETITION WILL BE IN MARCH 2024
THE GRANT WILL BE USED TOWARDS THE COST
OF THE HIRE ON A LOCAL SCHOOL HAVING 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 TOWN OR 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. PARTICIPATION CAN ASSIST THEIR PROFESSIONAL CAREERS. 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

£9246.

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

10 months

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

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.

2023	£600
2022	£1000
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	
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 THE GUIDANCE NOTES.

SIGNATURE

[Redacted Signature]

DATE 19th August.

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

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

Bank	[Redacted]
Sort Code	[Redacted]
Account No	[Redacted]

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 [11th August 2023] for the September Finance and General Purposes Grant Committee
- 2ND Friday in January [12th January 2024] 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

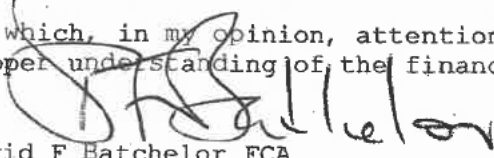
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual 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	<u>Unrestricted Funds</u>		<u>TOTAL FUNDS</u>	
		<u>YM</u>	<u>Festival</u>	<u>2021</u>	<u>2020</u>
		£	£	£	£
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		-	-	-	250
West Kent Housing Association		-	-	-	500
Friends Membership		-	50	50	-
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	7,262
NET INCOMING/ (OUTGOING) RESOURCES		-	103	103	(711)

The notes on page 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	0
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>

BALANCE SHEET AS AT 31ST AUGUST 2021

ACCUMULATED FUNDS

Balance at 1st September 2020	8,930	9,641
Surplus/(Deficit) in year	103	(711)
Balance at 31st August 2021	<u>9,033</u>	<u>8,930</u>
	-----	-----
	<u>£9,033</u>	<u>£8,930</u>

Approved

on 4 November 2021.

The notes on pages 5 form part of these financial statements

signed copy

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2022

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2022

Legal and Administrative

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

Trustees

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

The trustees during the year ended 31 August 2022 were

Mr P Harlow	Chairman	
Mrs S Day	Secretary	
Mrs J Surrey	Treasurer	
Mr T Daniell		to 4.02.22
Mr J Hendry		from 4.02.22
Mrs M Holgate		
Mr E Oatley MBE		
Mrs N Powell		
Mrs Brenda Ross		to 4.11.21

The trustees hold at least three ordinary meetings a year.

Public Benefit

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

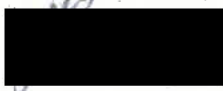
REVIEW OF THE YEAR

The trustees are satisfied with the level of activity and support received in the year. It was encouraging that following the restrictions as a result of Covid both the Young Musicians and the Festival could be held at Walthamstow School.

FUNDS AND RESERVE POLICY

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

On behalf of the Trustees


Jean H Surrey

11 November 2022

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the financial statements of the Trust for the year ended 31st August 2022 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

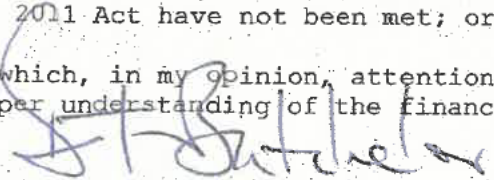
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual 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 2022

SEVENOAKS THREE ARTS FESTIVAL**STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31ST AUGUST 2022

	<u>Unrestricted Funds</u>		<u>TOTAL FUNDS</u>	
	<u>YM</u>	<u>Festival</u>	<u>2022</u>	<u>2021</u>
	£	£	£	£
INCOMING RESOURCES				
Competitors entry fees	1125	3485	4610	1,233
Admissions & Programmes	253	2359	2612	
Sponsorship & Adverts	-	440	440	
Grants				
Sevenoaks Town Council	1000	600	1600	600
Sevenoaks District Arts Council	-	295	295	500
Sevenoaks School	500	-	500	-
T Craig	200	-	200	-
Friends Membership	50	115	165	50
Misc. Income	25	4	29	16
TOTAL INCOMING RESOURCES	3153	7298	10451	2399
RESOURCES USED				
Adjudicators' fees	644	2829	3473	1,590
Print, Post & Website	156	630	786	430
Venue hire	350	2730	3080	-
Piano tuner	-	160	160	-
Prizes	1700		1700	-
Sundries	90	112	202	-
Subscriptions	-	332	332	70
Insurance	-	250	250	65
Bank charges, Play Perform. fee	-	255	255	141
TOTAL RESOURCES USED	2940	7298	10238	2296
NET INCOMING/(OUTGOING) RESOURCES	213	0	213	103

The notes on page 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL

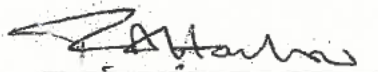
BALANCE SHEET AS AT 31ST AUGUST 2022

		<u>2022</u>	<u>2021</u>
	Note	£	£
FIXED ASSETS			
Tangible Fixed Assets	2	1	1
CURRENT ASSETS			
Debtors	3	328	83
Bank current account		<u>9269</u>	<u>8949</u>
Total current assets		9597	9032
		9033	
CURRENT LIABILITIES			
Income paid in Advance	4	(191)	
Creditor		(160)	0
TOTAL ASSETS		<u>£9246</u>	<u>£9033</u>

ACCUMULATED FUNDS

UNRESTRICTED

Balance at 1st September 2021	9033	8930
Surplus/(Deficit) in year	213	103
Balance at 31st August 2022	<u>9246</u>	<u>9033</u>
	<u>£9246</u>	<u>£9033</u>




)
) Trustees
)
)

Approved

on 14 November 2022

The notes on pages 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2022

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 2021	351		
At 31st August 2022	<u>351</u>		
DEPRECIATION			
At 1st September 2021	350		
Charge in year	<u>0</u>		
At 31st August 2022	<u>350</u>		
NET BOOK VALUE			
At 31st August 2021	1		
At 31st August 2022	1		
	<u>2022</u>	<u>2021</u>	
	£	£	
3 DEBTORS/PREPAYMENTS	<u>328</u>	<u>83</u>	
4 CREDITORS	<u>351</u>		

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Sevenoaks Town Council Youth Services Committee

NEET Pilot Project at HitB Youth Cafe

Sevenoaks District Council are applying for funding to enable a NEET (Not in Education, Employment or Training) Pilot Project to take place in the district.

It is proposed that this will take place in HitB Youth Cafe for 2 hours per week for 26 weeks up to end of March 2024. The funding will cover 2 staff and operational costs for HitB for 2 hours.

Sevenoaks District Council will assist with promotion, contacts with Millwall Football Club, Mid Kent MIND and other relevant local organisations. Kenward Trust have already provided a commitment to being involved.

The NEET programme will be open to 11 – 16-year-olds referred either by police, schools or Early Help. The 2 hours will be include:

- 30 minutes - regular routine of welcome, setting up equipment etc
- 60 minutes – structured programme
- 30 minutes - free time within HitB / general chatting etc.

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