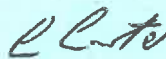


4th September 2019

You are requested to attend a meeting of the **Youth Services Committee** to be held in Council Chamber, Sevenoaks TN13 3QG, on **Wednesday 11th September 2019 at 7pm** following a meeting of Sevenoaks Youth Council.

Please note that the proceedings of this meeting 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 meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Town Clerk

AGENDA

Youth Services Committee Members:

Cllr Mrs R E Parry – Chairman
Cllr C Shea – Vice Chairman

Cllr R M C Hogarth
Cllr K Bonin
Cllr A Eyre

Cllr E Waite
Cllr T Morris Brown
Cllr V Granville Baxter

Cllr S G Raikes (Chairman of F&GP) **OR** Cllr A S Clayton (Vice Chairman F&GP)

Youth Councillor Volunteers: to be confirmed

KCC: Ms Sarah Gaunt

SAYT: Mrs Caroline Berry

WEST KENT COMMUNITIES: Apologies

SDC: Ms Kelly Webb, Ms Maxine Quinton

PUBLIC QUESTION TIME

To enable members of the public to make representation or to put questions to the Committee on any matters on this agenda.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

1. APOLOGIES FOR ABSENCE.
To receive and note apologies for absence.
2. REQUESTS FOR DISPENSATIONS
To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011)
3. DECLARATIONS OF INTEREST
To receive any disclosures of interest from Members in respect of items of business included on the agenda for this meeting.
4. MINUTES
 - a) Youth Services Sub Committee
To receive, note and sign the minutes of the Youth Services Sub Committee held on 3rd July 2019 (see attached)
 - b) Youth Council
To receive and note the minutes of the meetings of the Youth Council held on 3rd July 2019. (see attached)
5. HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE
To receive and discuss the following reports:
 - a) HiTB report for August 2019 (see attached)
 - b) Finance Cost Centre Report to June 2019 (see attached).
6. YOUTH COUNCIL FINANCE REPORT (see attached)
7. YOUTH GRANT APPLICATIONS
To consider and make recommendations to the Finance and General Purposes Committee:
 - a) Stag Youth Theatre
 - b) Sevenoaks Three Arts Festival
 - c) Sevenoaks Swimming Club
 - d) The Children's Workshop
8. REPORTS FROM CO-OPTED PARTNERS
 - a) Kent County Council
 - b) SAYT
 - c) SDC - Community Safety Team
 - d) West Kent Communities (see attached)
9. PRESS RELEASES: To consider any agenda item considered appropriate for a press release.

**Sevenoaks Town Council
Minutes of the Youth Services Committee
Held on 3rd July 2019 in the Council Chamber**

Meeting Started: 7.00 p.m.

Meeting Concluded: 7.30 p.m.

Cllr Rachel Parry, Chairman	Present	Cllr Claire Shea, Vice Chairman	Present
Cllr Roderick Hogarth	Apologies	Cllr Tom Morris Brown	Absent
Cllr Keith Bonin	Present	Cllr Victoria Granville Baxter	Apologies
Cllr Simon Raikes (Chairman F&GP)	Present	Cllr Edward Waite	Apologies
Cllr Richard Parry (substitute for Cllr Hogarth)	Present	Cllr Dr Marilyn Canet (substitute for Cllr Granville Baxter)	Present
Mrs Caroline Berry, SAYT	Present		

Public Question Time There were no members of the public present.

158. Requests for Dispensations

There were no requests for dispensations.

159. Declarations of Interest

There were no Declarations of Interest at the meeting.

160. Minutes

i) Minutes of the Youth Services Sub Committee held on 22nd May 2019

RESOLVED: To accept and sign the Minutes as a true record subject to the following amendments:

- Noting that there were two Minute 89 and one to be altered to 89a)
- Minute 91 was not considered a true reflection of the discussion and to be deleted.
- The Minutes to record the amount of grant received for Live on the Vine - £1,000.

ii) Minutes of the Youth Council Meeting held on 22nd May 2019

RESOLVED: To note the Minutes.

161. Terms of Reference

RESOLVED: to note the Terms of Reference changing the Youth Services Sub Committee to the Youth Services Committee and to note that future meetings would receive financial reports as outlined in the Terms of Reference.

162. House in the Basement Youth Café

The following report was received from the Youth Café Manager:

Opening times had been increased on Wednesdays and Fridays to 4-9pm and Saturday from 3-9pm.

We have also set up new clubs including Tuesday Club SEN (Special Educational Needs). The Chess club that has been going strongly for several months now, bringing new Young People into Hitb, and becoming regular attendees. Thanks to the Council and other organisations

for supplying the necessary funding for the lovely chess equipment. The pool tournament on the first Friday of the month had been bringing in a lot of new Young People, which are of a higher age range. The Stag had very kindly supported the pool tournament by providing complimentary cinema tickets to the winner.

HitB had also purchased some beautiful drawing equipment and some adult colouring books, which created a nice and relaxed finish for the session. It meant we can all sit down and discuss what had happened in the week, topics in the news or just a stress-free hour with no technology.

Numbers seem to have increased in the last few months making HitB have a real buzz when you enter! There also seems to be a rise in numbers regarding Young People who are interested in Volunteering with our 8-week program we offer.

Open spaces staff have planted lots of beautiful vegetables and herbs, which we hope to be able to use in HitB when ripe enough! In preparation to Sevenoaks In Bloom. It really brightens our Café up and makes a great first impression! HitB is still regularly receiving Fare share, using this in our own meals or supporting the YP of HitB.

Also, thanks to the council for supplying HitB with a new work phone, thus making it much easier to set up new trending social media accounts or just getting in contact with fellow colleagues.

RESOLVED: The Youth Café Manager, Town Clerk and Youth Councillors be complimented on the recent initiatives that had increased attendance numbers at the youth café.

It was noted that statistics and finance report was not available due to shortage of staff.

163. Reports from Co Opted Partners

- i) Kent County Council:** Representative not present and report not provided.
- ii) SAYT:** Planning a beach trip for the summer holidays. Following on from the success of the art project held at HitB Youth Café a further art project was being arranged to take place at Bat & Ball Station.
- iii) Community Safety Unit:** Representative not present and report not provided.
- iv) West Kent Communities:** Representative not present and report not provided.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

**Meeting of the Sevenoaks Youth Council
Held on 3rd July 2019
At Sevenoaks Town Council Chamber**

Meeting Commenced: 6.00 p.m.

Meeting Concluded: 6.30 p.m.

Present:

Roshni Agarwal		Ola Kujawinska	<i>Apologies</i>
Eva Azazoglu		Emily Mahoney	<i>Apologies</i>
Alexander Black		Megan Ng	
Tom Chapman	<i>Present</i>	Louisa Phillips	<i>Apologies</i>
Sam Chard		Michael Roberts	<i>Present</i>
Phoebe Crichtlow	<i>Present</i>	Rose Spurling	<i>Present</i>
Samuel Crawford		Gabby Tan	
Tasha Dambacher (chairman)	<i>Apologies</i>	Loic Thiry	
Ronnie Day		Amy Vickers	
Charlotte Foulds - (Vice Chairman)	<i>Apologies</i>	Amber Warrender	<i>Apologies</i>
Oscar Goodwin	<i>Present</i>	Jacob Watson	<i>Present</i>
Matthias Jammot – (Treasurer)		Amber Warrender	<i>Apologies</i>
Meera Jassi		Katie Willis	<i>Apologies</i>
Ishwar Sharma			

In Attendance: Cllrs Canet, Eyre, Raikes, Parry, Mrs Parry, Shea and Town Clerk

Tom Chapman Chaired the meeting.

46. Apologies for Absence

Received from Amber Warrender, Katie Willis, and resignation noted from Tom Chapman.

47. Minutes of the Previous Meeting held on 22nd May 2019

The Minutes were agreed as a true record.

48. Finance Reports

It was noted that the finance for the general youth council account (£1,159.20) and charity account (£0) had not changed. However, there would be some expenditure due soon in relation to commitment towards funding the Skateboard Day in August and Live on the Vine.

49. House in the Basement Youth Café

The following report was noted from the Youth Café Manager.

Opening times had been increased on Wednesdays and Fridays to 4-9pm and Saturday from 3-9pm.

We have also set up new clubs including Tuesday Club SEN (Special Educational Needs). The Chess club that has been going strongly for several months now, bringing new Young People into Hitb, and becoming regular attendees. Thanks to the Council and other organisations for supplying the necessary funding for the lovely chess equipment. The pool tournament on the first Friday of the month had been bringing in a lot of new Young People, which are of a higher age range. The Stag had very kindly supported the pool tournament by providing complimentary cinema tickets to the winner.

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Numbers seem to have increased in the last few months making HitB have a real buzz when you enter! There also seems to be a rise in numbers regarding Young People who are interested in Volunteering with our 8-week program we offer.

Open spaces staff have planted lots of beautiful vegetables and herbs, which we hope to be able to use in HitB when ripe enough! In preparation to Sevenoaks In Bloom. It really brightens our Café up and makes a great first impression! HitB is still regularly receiving Fare share, using this in our own meals or supporting the YP of HitB.

Also, thanks to the council for supplying HitB with a new work phone, thus making it much easier to set up new trending social media accounts or just getting in contact with fellow colleagues.

50. Parliament Visit

On 17th June 2019 the following seven members of Sevenoaks Youth Council visited the House of Parliament for a tour – Ronnie Day, Ola Kujawska, Sam Crawford, Ishwar Sharma, Gabby Tan, Jacob Watson and Megan Ng. They were accompanied by Cllr Rachel Parry, Chairman of the Youth Services Committee and Linda Larter, Chief Executive from Sevenoaks Town Council.

Sir Michael Fallon said: *"I was delighted to host the Sevenoaks Youth Council in Parliament on Monday 17th June. They were able to have a tour of both Chambers and trace the steps of politicians. The youth councillors posed some good but tough questions and I wish them well in their studies and future careers."*

The tour was followed by a 45-minute private meeting with Sir Michael Fallon in which a robust question and answer session took place. Below is a precis of the questions asked:

	Youth Cllrs	Question	Sir Michael Fallon – response
1	Sam Crawford	Do you support the proposal for a junction for M26 to A21?	Aware that a new junction whilst helping some local communities has a negative impact on others. Would prefer lorries to use Junction 3, with improved signage.
2	Ronnie Day	You are on record as voting Remain and against No Deal, so why are you backing Boris?	Nobody wants a no deal, not ideal. Need to prepare in case of a no deal and be able to leave in an orderly way. Boris is not aiming for a No Deal. Practical details need to be addressed.
3	Jacob Watson	Is it possible to have more transport policies to encourage people to use public transport? For example, students who remain at schools after 16 not having to pay adult fares.	Transport costs are decided by Kent County Council. He was aware of the pressure on 16+ students and would try to help where possible when budgets were reviewed.
4	Ola Kujawska	How will Brexit impact small towns such as Sevenoaks?	Brexit will impact everyone. There has been 40 years of trading relationships with little bureaucracy and paperwork. This will change which could impact goods prices. There may also be an impact on Kent in relation to congestion from ferries. The UK is a net contributory country some countries are net beneficiaries e.g. Poland.
5	Gaby Tan	How can more be done to tackle the current environmental crisis and make the UK carbon neutral?	Current initiatives for commitments for carbon neutral are very much welcomed. Need to be aware that some green taxes can place disproportionate burden on those with low incomes. Can also put businesses into unfair competition. The issue of removing single use plastic must be high on the agenda.
6	Megan Ng	What are the main challenges now?	Current and potential conflicts creating instability. Attacks on ships in the Gulf as an example. Terrorism. Economic collapse of international trading system. Worldwide political engagement and democracy in retreat.
7	Ishwar Sharma	I understand that in Croydon some historical churches are being redeveloped into housing and offices, how can they be protected.	There is a system for Listing Buildings. Anyone can do this to protect buildings.

8	Cllr Rachel Parry	What is the current thinking on the future of social care?	There needs to be a long-term solution for future generations. People are living longer and not saving for old age and future care. The current system sees some not paying for social care in old age and others having to sell their homes.
9	Jacob Watson	Why did the UK host a visit from President Trump?	The UK have always had a close relationship with the US and had important alliances for example in military and terrorism intelligence. President Trump was elected and represented the US and was invited in that capacity.
10	Ronnie Day	Do you think the BBC has a left bias?	No, I don't think so, although some people who work for them might. The Licence Fee needs to be reconsidered – it is an archaic system. It is unlikely that your generation will be viewing tv in the same way as in the past. However, believe it is still important to have a public service broadcasting system which is not governed by advertisers.

At the end of the meeting Sir Michael Fallon was thanked for his time and there then followed the opportunity for photographs.



Gabby Tan handing the leaflet on Plastic Free Sevenoaks Pledge to Sir Michael Fallon MP. Gabby had designed the local and assisted with the wording.



51. Events

a) Live on the Vine 19th July 2019, 6.00 – 8.30 p.m.

1.	Promotion	Humberts Estate Agency boards in various locations around the town. Leaflets Social media.
2.	Technical Equipment & Technician	Provided by Stag
3.	HitB / Youth Council stall	Promote pool and chess events at HitB - Pool competition, winner stays on, 2 Stag Cinema tickets as prize. (Tom Chapman) - Chess competition, winners stays on, 2 Stag Cinema tickets as prize (Jacob Watson)

		• Lolly game • Art / colouring Promotional leaflets • HitB Youth Café • Youth Council • Plastic Free Sevenoaks • Skateboard event • Level Up Games exchange HitB Pop Up Banner Volunteers needed to help.
4	Youth Strike 4 Climate Stall	BYO T-shirt and bag-printing activity at the stall, possibly badge-making too, as well as leaflets about our work and upcoming events.
5	Photo Booth	To have festival background.
6	Additional stands?	Festival Face Painting Friendship Bracelets SAYT – Art project? Hope Church Youth Club Bessel Green Church Youth Club Air Cadets Police
7	Timetable	Bands / singers to perform for 10 minutes allowing 5 minutes for changeover (no drum kits)
	6.00 p.m.	Mayor and Chairman of Youth Council to open event
	6.05 p.m.	Michael Watson
	6.25 p.m.	Emma
	6.45 p.m.	Annabelle
	7.05 p.m.	Hope
	7.25 p.m.	Toby

	7.40 p.m.	Lily
	8.00 p.m.	Robbie White

All youth councillors were asked to help if possible.

- b) Greatness Skate Park Event, Saturday 3rd August 2019, 12.00 – 5.00 p.m.**
Daryl Dominguez and Jack Clark booked to be in attendance.

52. Date of Next Meeting – 11th September 2019

Agreed agenda to include:

Invitation to representative of Youth Council charity to attend.
Discussion of Debate event previously proposed.

There being no further business the Chairman closed the meeting.

Sevenoaks Town Council

Youth Council / Youth Services Committee 11th September 2019

House in the Basement Youth Café

Charlotte Marchant the manager for the past two years has now left to start a new career. Young people joined staff and councillors at a farewell event on her last Friday.

Recruitment for a new manager has taken place and the position offered; it is hoped by the time of the meeting details about start date can be confirmed.

Part time staff Simeon, Paula and Daren have kept the youth café open however on reduced hours. They continue to be supported by volunteers including SAYT.

Number of young people attending the youth café remains good and several new younger members have recently started to attend.

Once the new manager is in place, statistics will start to be provided as previously.

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Month No : 3

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
50 Youth Cafe									
4010 Gross Pay	2,477	2,266	-211	7,318	6,798	-520	27,200		19,882
4270 Employers Pension Contribution	9	91	82	31	273	242	1,100		1,069
5410 Repairs & General Maintenance	0	83	83	120	249	129	1,000		880
6010 Light Heat & Cleaning	0	42	42	0	126	126	500		500
6101 Telephone	45	46	1	133	139	6	560		427
6200 Printing & Stationery	0	42	42	0	126	126	500		500
6240 Computer/ Data Base/WP's	17	62	45	50	186	136	750		700
6281 Furnishings,Furniture/Eqpt	42	0	-42	973	0	-973	500		-473
6320 Staff Training	0	0	0	0	0	0	400		400
6340 Staff Uniforms	0	0	0	0	50	50	200		200
6460 Publicity & Democratic notices	0	42	42	0	125	125	500		500
6500 Goods for Resale	279	141	-138	503	423	-80	1,700		1,197
6635 Professional Fees Licensing	155	0	-155	285	200	-85	200		-85
6900 Sundry Expenses	0	13	13	40	39	-1	150		110
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	400		400
Youth Cafe :- Expenditure									
1022 Letting & Hire of Facilities	3,023	2,828	-195	9,453	8,734	-719	35,660	0	26,207
1211 Sale of Goods	217	311	-94	540	933	-393	3,740		
1350 Revenue Grant income	141	191	-50	519	573	-54	2,300		
	0	0	0	2,922	0	2,922	0		
Youth Cafe :- Income									
	357	502	-145	3,981	1,506	2,475	6,040		
Net Expenditure over Income									
	2,665	2,326	-339	5,472	7,228	1,756	29,620		
Finance & General Purposes Expenditure Income									
	3,023	2,828	-195	9,453	8,734	-719	35,660	0	26,207
	357	502	-145	3,981	1,506	2,475	6,040		
Net Expenditure over Income									
	2,665	2,326	-339	5,472	7,228	1,756	29,620		

Agenda Item Sevenoaks Town Council**3a Youth Council General Income and Expenditure:**
7555/38

2019/20

		Expenditure £	Income £
Starting Balance:	01/04/2019		£659.20
Budget allocated:	500.00		£ 500.00
Open Mic Night	27/04/2019	£ 75.00	
Open Mic Night	31/05/2019	£ 75.00	
		£ 150.00	£1,159.20
Available Funds		£1,009.20	
		£ 1,009.20	

Agenda Item Sevenoaks Town Council**3b Youth Council Charity Income and Expenditure:**
7555/38

2019/20

		Expenditure £	Income £
Starting Balance:	01/04/2019		£0.00
Budget allocated:	0.00		£0.00
		£ -	£0.00
Available Funds		£ -	
		£ -	

NB: £150 donation to Skateboard Park Event, as agreed on 13.03.19

Youth Grant Applications

Youth Services Committee Terms of Reference:

- I. Authority to award grants up to the value of £250
- II. To recommend to Finance and General Purposes Committee decision on grants above £250.

Balance

	2019/20	
Budget	2019/20 Budget £	Balance June 2019 £
Budget Local Organisations F & GP & Youth Support Services <i>Of which Play Days £2,000</i>	16,500	15064
Twinning Support	1,000	1,000
Grant Subsidies Chamber	1,000	769
Sevenoaks Summer Festival	5,000	5,000
Grant Subsidies Sevenoaks Community Centre	1,000	940
Youth Outreach	5,000	4,656
Youth Council Support	500	400
Stag	27,000	0

Grant Applications Requested £15,258 as follows:

Grant Ref No	Organisation Name & Charity Reg No	Purpose Of award	2017 2018	2018 2019	2019/2020 Grant Application £	Grant Approved	Reason for Refusal	Notes
	Stag Youth Theatre	Theatre in education: to tour a production based on climate change to 10 Sevenoaks primary schools			11.09.19 £2000			
	Sevenoaks Three Arts Festival	First prize in The Sevenoaks Young Musician of the Year Competition: to be called "The Sevenoaks Town Council Prize. To be publicised on entry forms, programme and any other publicity material.	18.09.17 £600 05.03.18 £600	17.09.18 £600	11.09.19 £1000			
	Sevenoaks Swimming Club	Purchase of 6 new starting blocks and backstroke wedges to be based permanently in Sevenoaks Leisure Centre. To be used for training sessions, and by Sevenoaks Swimming Club for club championships, local galas and school galas, and competitions.			11.09.19 £11,538			
	The Children's Workshop Charity number 1102887	To provide Outdoor Learning training for 9 staff members. To include the trainer coming into the pre-school to provide a risk assessment and forest school support session.			11.09.19 £720			
TOTAL GRANT APPLICATION REQUESTED YSC 11.09.19					£15,258			

Sevenoaks Town Council



APPLICATION FOR GRANT AID

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

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

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

STAG YOUTH THEATRE

NAME OF CONTACT

SIMON COSSONS

ADDRESS OF CONTACT

STAG THEATRE, LONDON ROAD,
SEVENOAKS

POSTCODE TN13 1ZZ

TELEPHONE NO: DAYTIME

01732 450175

EVENING

EMAIL ADDRESS

Simon@stagyouththeatre.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

SYT RUNS WEEKLY WORKSHOPS FOR YOUNG PEOPLE, TEACHING THEATRE SKILLS AND PROVIDING AN ENVIRONMENT FOR CONFIDENCE BUILDING. WE STAGE REGULAR PRODUCTIONS, AND RUN FILM PROJECTS DURING SCHOOL HOLIDAYS.

PLEASE GIVE NUMBERS IN
YOUR ORGANISATION WHO
ARE

A) PAID	2
B) VOLUNTEERS	—
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	—

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

60+ SYT MEMBERS

PART 2 - GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 2000

PLEASE DESCRIBE YOUR PROJECT

THEATRE IN EDUCATION. LAST YEAR WE TOURED
'THE HISTORY OF WW1' AROUND TEN SEVENOAKS
PRIMARY SCHOOLS. THIS YEAR WE WOULD LIKE TO
TOUR A PRODUCTION BASED ON CLIMATE CHANGE.

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

THE GRANT WILL BE USED TO PAY FOR OUR SET
AND PROPS, ORIGINAL MUSIC, VAN HIRE FOR THE
SET, AND A MINIBUS FOR THE CAST.

PART 3 - GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

Yes ☒ No

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

Yes ☒ No

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

—

PART 4 - TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES/NO

IF YES PLEASE GIVE DETAILS

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

LAST YEAR WE PERFORMED TO NEARLY 1500
YOUNG PEOPLE ACROSS 10 SCHOOLS, INCLUDING
TWO SECONDARY SCHOOLS (KNOLE ACADEMY,
TRINITY SCHOOL). 'PLASTIC FREE SEVENOAKS'
LITERATURE CAN BE HANDED OUT AT EACH SHOW.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

1 WEEK

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

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.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

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

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

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

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

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

SIGNATURE



DATE

24/8/19

NAME AND POSITION IN ORGANISATION:
INITIALS PLEASE

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

STAG YOUTH THEATRE, STAG THEATRE, LONDON ROAD,
SEVENOAKS, TN13 1ZZ

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

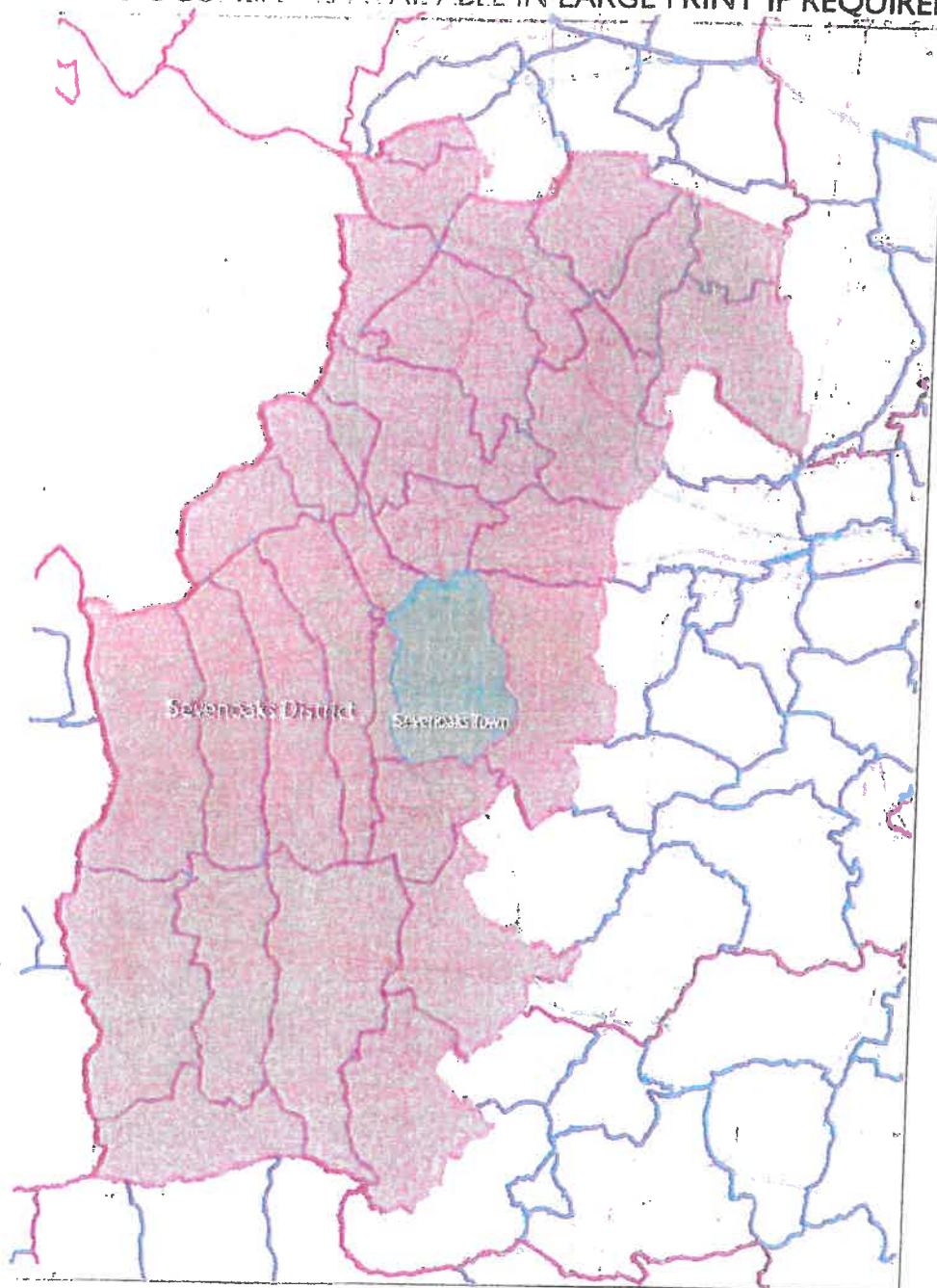
16th Friday in August [17th August 2019] for the September Finance and General Purposes Grant Committee

14th Friday in January [11th January 2020] for the March Finance and General Purposes Grant Committee

All applications will be reviewed at the following Grants meeting!

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

DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.



STAG YOUTH THEATRE AND SEVENOAKS TOWN COUNCIL PRESENT

UNNATURAL DISASTER



THE HISTORY AND FUTURE OF CLIMATE CHANGE
TOURING PRIMARY SCHOOLS AUTUMN 2019





SEVENOAKS TOWN COUNCIL

APPLICATION FOR GRANT AID

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

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

Sevenoaks Three Arts Festival, applying for grant for the Sevenoaks Young Musician of the Year Competition 2020

NAME OF CONTACT

Mrs Susan Day, Festival Secretary

ADDRESS OF CONTACT

	POSTCODE TN13 1QQ

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks Three Arts Festival organises a competitive performing arts festival held over 4 days in June, involving more than 1,000 participants, mainly of school age and coming predominantly from Sevenoaks and the surrounding area. It also organises the **Sevenoaks Young Musician of the Year Competition**, a one day event attracting serious music students up to the age of 21. This gives Sevenoaks its own prestigious competition, ranking with other Young Musician competitions held around the country.

PLEASE GIVE NUMBERS IN
YOUR ORGANISATION WHO
ARE

A) PAID	None
B) VOLUNTEERS	20+
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	(Festival) over 1,000

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

Approx 800

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 1000.00

PLEASE DESCRIBE YOUR PROJECT

The Sevenoaks Young Musician of the Year Competition, now in its 23rd year, is a development of the Sevenoaks Three Arts Festival. It has become a nationally recognised event, bringing considerable prestige to Sevenoaks. Competitors from all over the country (and sometimes overseas) as well as locally compete for the title of Sevenoaks Young Musician of the Year, a cash prize and the opportunity to play a concerto with Sevenoaks' own youth orchestra, the Lydian Orchestra.

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

The grant will be used as the First Prize offered in the Competition (called “The Sevenoaks Town Council Prize”). This will be publicised on entry forms, in the Competition Programme and on any publicity material.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

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

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

--

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES

IF YES, PLEASE GIVE DETAILS

Sevenoaks District Arts Council provides a grant, which is applied toward the theatre hire. Second and Third prizes are provided by private sponsors. The Festival is actively seeking wider local involvement and has recently entered into a partnership with Rockdale Housing Assn.

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

The Festival is a non-profit organisation, seeking to enhance the cultural life of the town. The Young Musician Competition provides a stepping-stone for talented young musicians, from Sevenoaks and elsewhere, whose professional careers are assisted by their participation in the Competition. Children under 16yrs have free entry to the theatre, providing inspiration & exposure to a range of musical talent.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£8351

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

9 months (Festival + YMY)

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.

2018	£600	)
2017	£600	)
2016	£600	)
2015	£500	)
2014	£500	)
2013	£500	)
2012	£500	)
2011	£500	)
2010	£500	)
2009	£500	)
2008	£500	)

**Grants awarded to fund the Competition's first prize,
"The Sevenoaks Town Council Prize"**

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

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

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

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

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

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES

SIGNATURE

DATE 24.04.2019

NAME AND POSITION IN ORGANISATION: **SUSAN DAY**
IN CAPITALS PLEASE **FESTIVAL SECRETARY**

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

SEVENOAKS THREE ARTS FESTIVAL

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

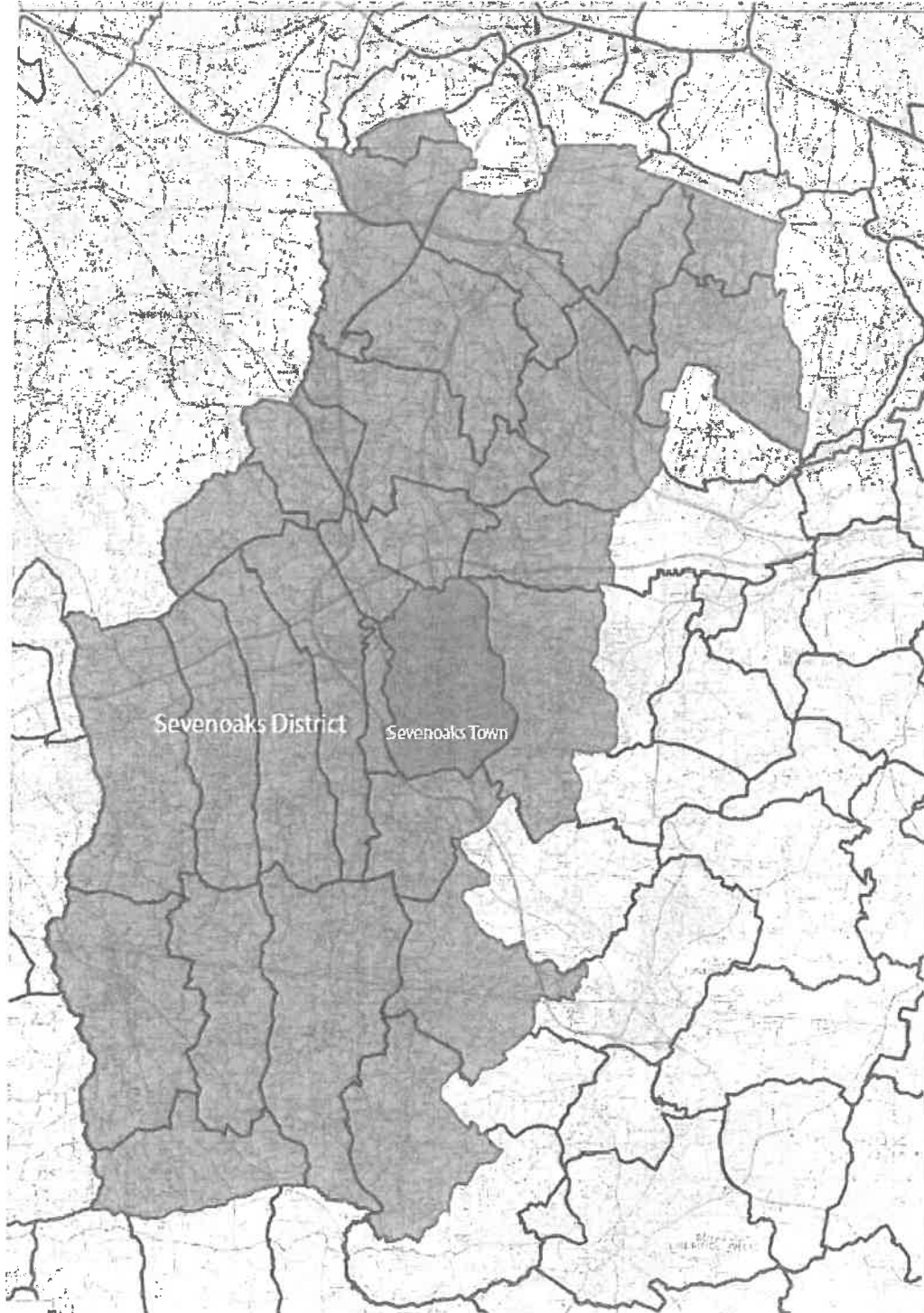
- **2ND Friday in January** for the February Finance and General Purposes Grant Committee
- **1ST Friday in August** for the September Finance and General Purposes Grant Committee

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

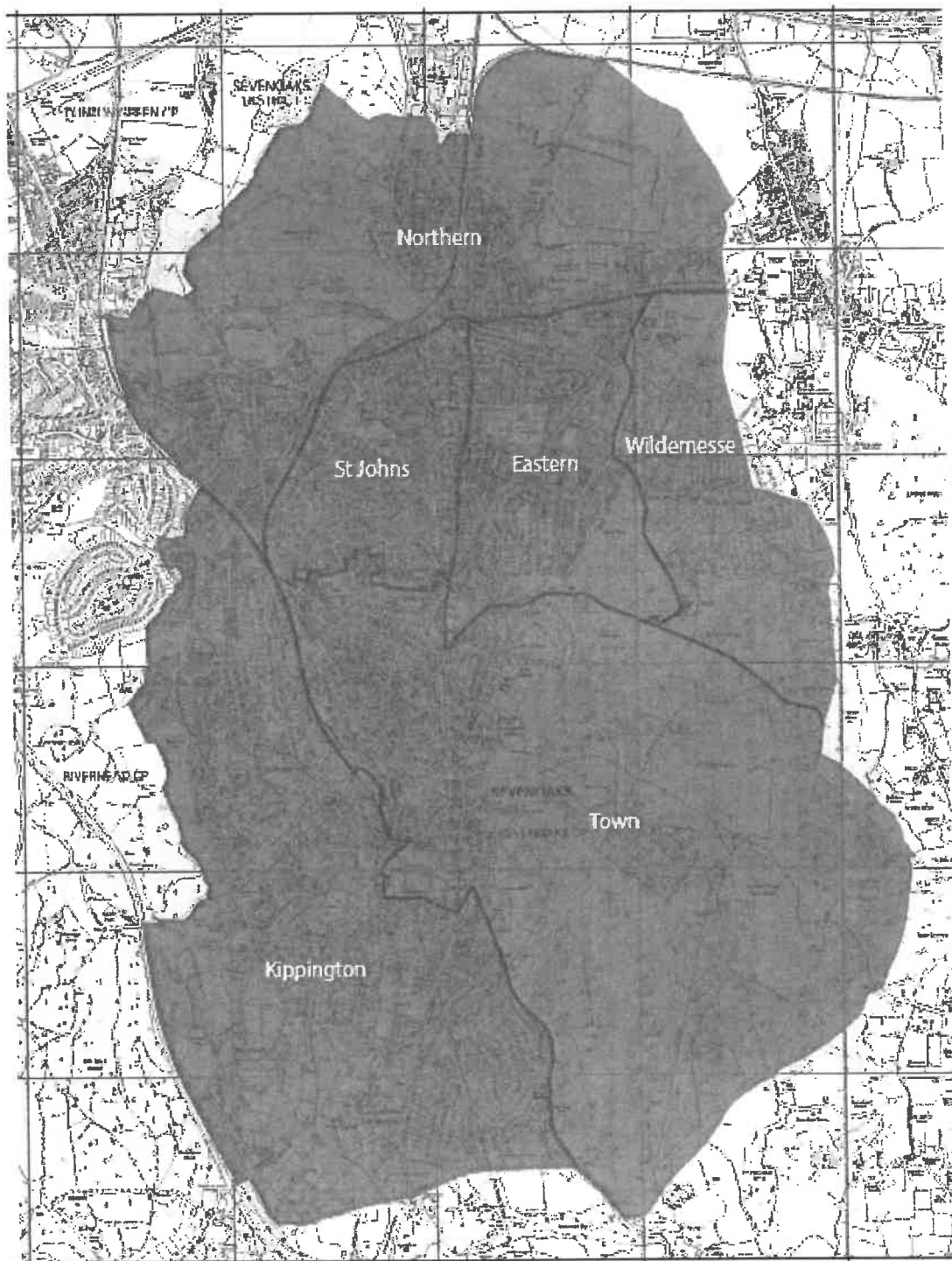
Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Michèle MacDonald on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.



Sevenoaks TOWN council



Sevenoaks Town Council Wards



Sevenoaks Three Arts Festival

Registered Charity No 1031815

2019 FESTIVAL REPORT to SEVENOAKS TOWN COUNCIL

The 69th Sevenoaks Three Arts Festival, the town's annual competitive performing arts Festival, was held at Walthamstow Senior School over two weekends in June. It attracted nearly 600 entries involving 800 school age children and some adult competitors. There were three full days of Vocal classes and Speech & drama; two days of Piano and Strings, and one day each of Woodwind and Accordion classes.

The quality of the adjudicators, British and International Federation listed, with the exception of the accordion adjudicator, are a great draw for competitors. Each competitor receives a written report on their performance item and often benefit from the adjudicators verbal class summaries, containing suggestions and encouragement aimed at the personal development of all participants.

The venue, Walthamstow Hall Senior School, continues to develop and has a range of performance spaces suitable for our use. On the first weekend of the festival, 5 venues were in use simultaneously. This year the school had expanded its suite of sound-proof practice rooms, which were enjoyed and well used by the many musicians needing to warm up and rehearse with accompanists prior to performing. A café was again run by the students, with the proceeds going to the school's chosen charity.

The final event, the Prizewinners' Concert and presentation of awards, took place a week later at The Ship Theatre, Walthamstow Hall on Saturday 22nd June. This event formed part of the Sevenoaks Summer Festival and the audience were entertained by 18 talented performers presenting their prize-winning pieces. There were piano and singing solos and duets, poetry recitations, dramatic solos, and recorder, saxophone, violin, cello and flute items, providing a small sample of what went on in the competitive classes held over the previous weekends. We were delighted that the Town Mayor Cllr Nick Busvine was in attendance and presented the awards at the end of the evening. The SDC and SDAC Chairmen were also official guests.

We are sincerely grateful to Sevenoaks Town Council for its continuing and generous support, enabling us to hire and tune pianos for the Festival's music classes and also contribute toward the hire of the school.

I enclose a copy of this year's Festival Syllabus and Programme for your information

Susan Day

Festival Secretary

The Cupwinners' Concert: the Town Mayor Cllr Nick Busvine with the award winners



RECEIVED
29 JUL 2019

BY: Hand St.



Sevenoaks TOWN council

APPLICATION FOR GRANT AID

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

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

Sevenoaks Swimming Club

NAME OF CONTACT

James Gray

ADDRESS OF CONTACT

Sevenoaks Gardens, Sevenoaks

POSTCODE TN131QE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks Swimming Club was established over 100 years ago in 1915 and was sited at the original Sevenoaks town baths. The Club has grown exponentially over the past 10 years, introducing a new squad structure and doubling membership to 500 members across all ages, covering multiple disciplines including Swimming, Water Polo, Synchro and Masters swimming. We are non-profit, relying on fees, donations and fund raising to run the club and pay for pool hire, coaching and Swim England registration fees. The club has one full time coach and 15 other part time coaches. We attend multiple local, regional and national swimming events, including hosting events at our home location in Sevenoaks Leisure centre.

We provide a competitive and non-competitive pathway to swimming, bringing communities together locally and nationally. We offer & support local children in the pursuit of a sport via schools both state & independent, enabling them to forge lifelong friendships through sport and developing their self discipline, sportsmanship, team building, relationship building. We regularly host the annual Sevenoaks District Schools Gala, and we have close ties to many local schools where we help with coaching for swimming and water polo.

PLEASE GIVE NUMBERS IN
YOUR ORGANISATION WHO
ARE

A) PAID	512
B) VOLUNTEERS	40
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	Zero members of Sevenoaks Town Council

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

196 live in TN13 postcode

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 11,538

PLEASE DESCRIBE YOUR PROJECT

The club uses Sevenoaks Leisure Centre as it's home training base and holds regular training there for it's members, as well club championships and other competitions, where the swimmers can gain qualifying times for county and regional competitions. The current diving blocks used at the start of each race are basic and inadequate for the swimmers needs, and are not the same as the ones used in other competitions, which means they are at a disadvantage versus other clubs who have the latest equipment and the swimmers cannot practice on the same type of equipment used at other competitions.

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

The grant will be used for the purchase of 6 new starting blocks and backstroke wedges to be based permanently in Sevenoaks Leisure Centre. They will be used multiple times weekly in training sessions and by Sevenoaks Swimming Club for club championships, local galas and school galas and competitions.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

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

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

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES ☒ NO ☐ 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

This is the first time the club has applied for any council
or parish.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£23,243

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

12

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

£129 from donations and £9,400
from fundraising at swim 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.

N/A

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

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

DO YOU HAVE A WRITTEN CONSTITUTION?

YES ☒ NO

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

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

SIGNATURE



DATE 29.07.19

NAME AND POSITION IN ORGANISATION:

IN CAPITALS PLEASE

JAMES GRAY, COMMITTEE MEMBER, FUNDRAISING

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

Sevenoaks Swimming Club

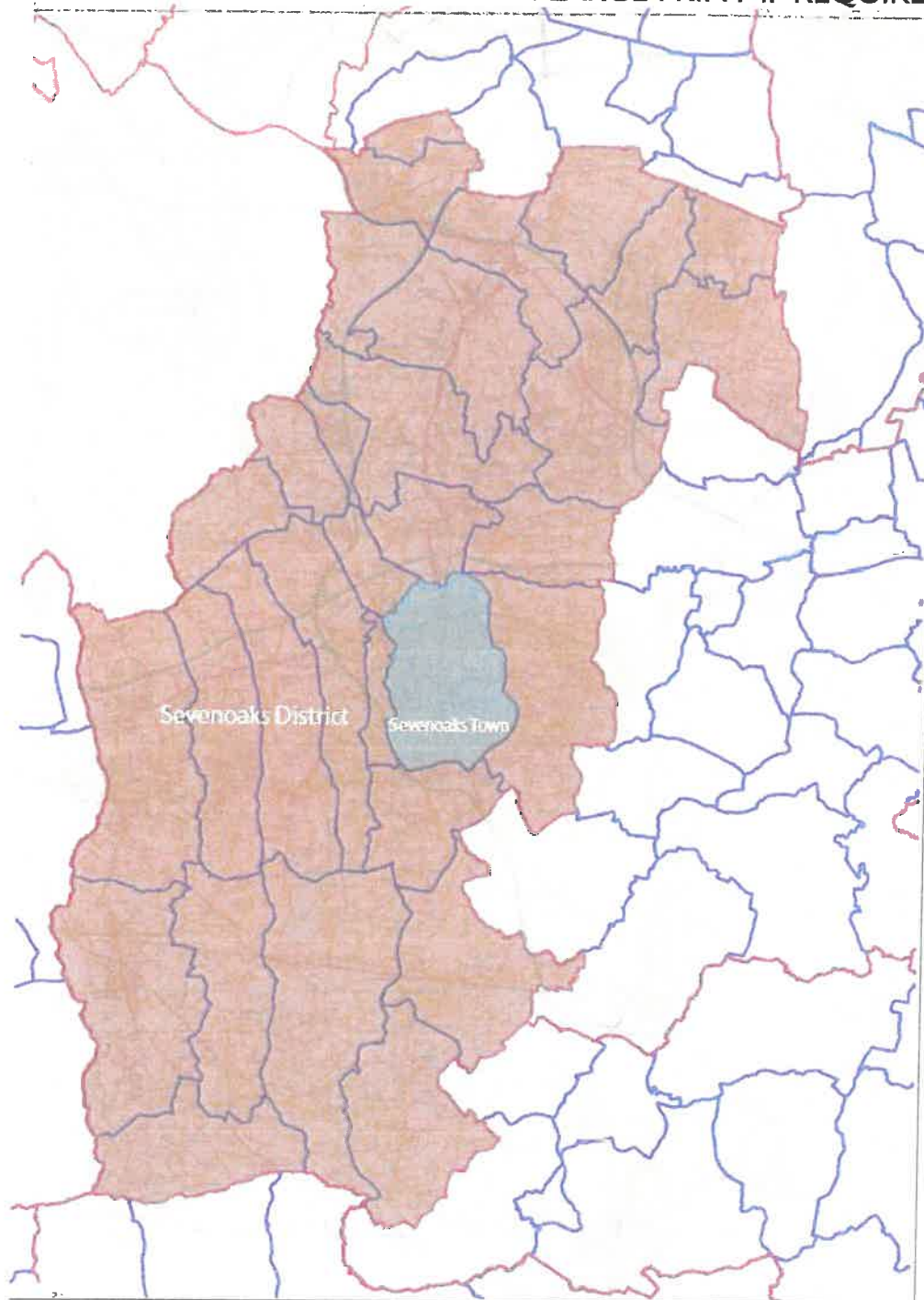
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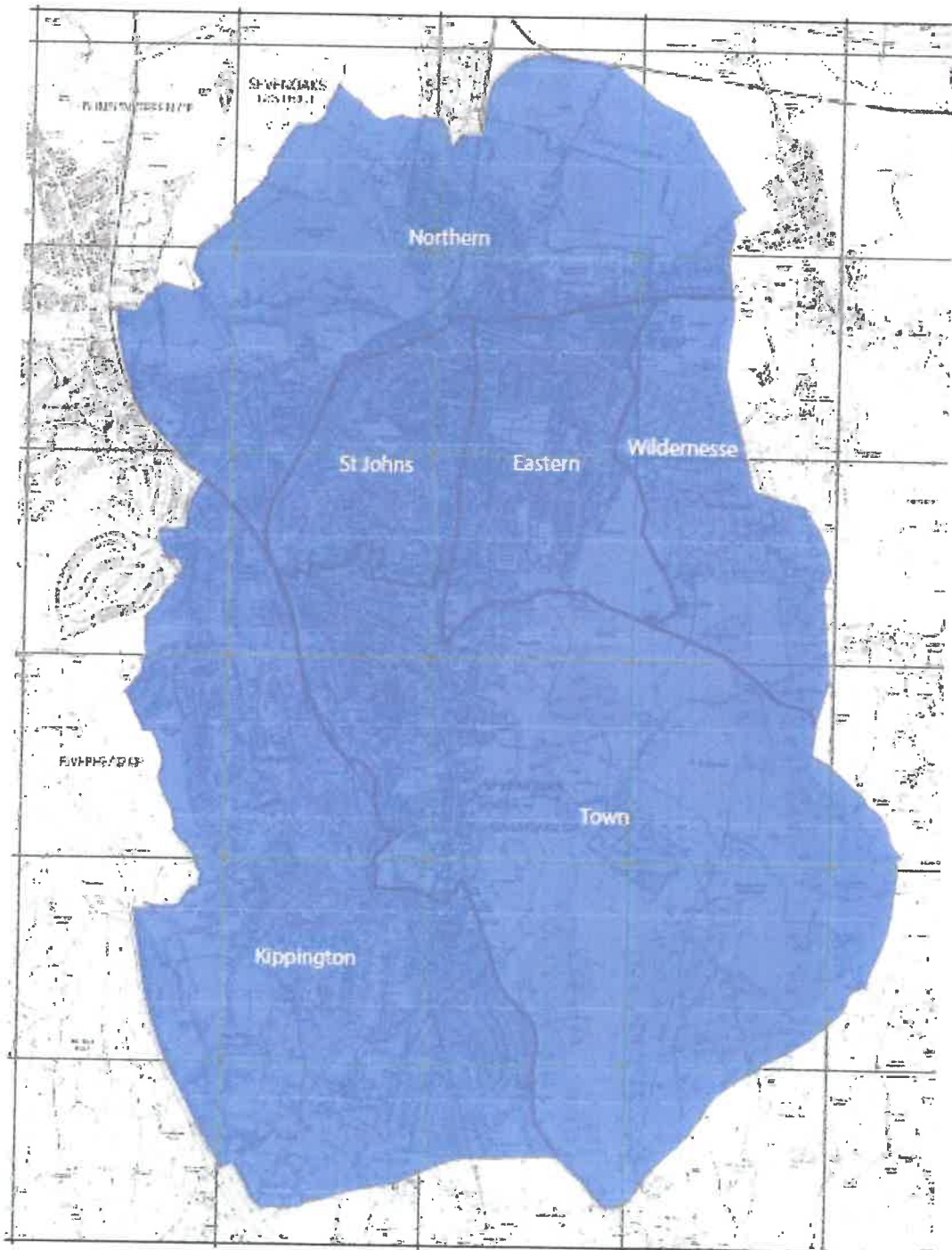
- **2nd Friday in August** [9th August 2019] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [10th January 2020] for the March Finance and General Purposes Grant Committee

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

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

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Sevenoaks Town Council Wards

SEVENOAKS SWIMMING CLUB

FINANCIAL STATEMENTS

BALANCE SHEET AS AT 30.9.2018

Accounts examined and approved:

Date: **06-11-2018**

Signed


J. Meredith - Hon. Auditor

	30.9.18 £	30.9.18 £	30.9.17 £	30.9.17 £
ASSETS				
Current assets				
Cash at bank & at hand	18,722		25,257	
Debtors - bank interest due	0		20	
Prepayments - pool hire	5,531		5,862	
Tour Owed	288			
Stock	0		0	
Total assets		24,541		31,139
LIABILITIES				
Current liabilities				
Pool Hire To Pay		(1,298)		(5)
TOTAL ASSETS LESS LIABILITIES		<u>23,243</u>		<u>31,134</u>
REPRESENTED BY MEMBERS FUND:				
Opening fund		31,134		21,286
(Deficit)/surplus for the year		(7,891)		9,848
Closing fund as at 30.9.2017		<u>23,243</u>		<u>31,134</u>

SEVENOAKS SWIMMING CLUB

FINANCIAL STATEMENTS

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30.9.2018

John Smith
05-11-2018

INCOME

Subscriptions	235,847
Gala receipts & sponsorship	16,845
Bank account interest - gross	0
Less: income tax	0
	0
Tours	0
Synchro	(69)
Life Saving	838
Extra Camps	6,874
Sales of club equipment	6,273
Less: cost of sales	0
Opening stock	(9,951)
Purchases	(9,951)
Closing stock	0
	9,951

(Loss)/profit on sales of club equipment

Donations and Sponsorship

Total income

Total expenditure

Income over expenditure (deficit)/surplus

EXPENDITURE

Pool hire	124,391
Wages, tax & national insurance	103,159
Registrations - ASA/Insurance	10,089
Coach hire	2,687
Miscellaneous equipment	2,769
Cups & medals	3,459
Helper training	1,043
Printing & stationery	534
Open Galas	2,638
AGM & Functions	164
Coaches Expenses	12,298
Miscellaneous	1,470
Interest not Received	15
Total expenditure	264,717

Year ended 30.9.18	Year ended 30.9.17
124,391	116,518
103,159	92,363
10,089	10,811
2,687	915
2,769	3,192
3,459	4,371
1,043	694
534	320
2,638	1,106
164	29
12,298	3,415
1,470	1,914
15	
264,717	240,760

SEVENOAKS SWIMMING CLUB

FINANCIAL STATEMENTS

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30.9.2017

INCOME	Year ended		EXPENDITURE	Year ended	
	30.9.17	£		30.9.16	£
Subscriptions	223,464		Rod hire	110,516	119,312
Cash receipts & sponsorship	14,034		Wages/tax & interest on stadium	92,363	79,243
Bank account interest - gross	24		Repairs/alterations ASA/insurance	10,511	11,046
Less income tax	(21)	19	Cash hire	313	1,050
Taxes	0	0	Miscellaneous equipment	3,162	1,292
Synthetic	0	0	Cups & medals	4,471	3,950
Life Saving	630	1,620	League fees/mgmt	694	400
Extra Costs	10,333	6,869	Printing & stationery	320	296
Sales of club equipment	7,708		Over Galleys	1,100	759
Less cost of sale			AGM & Fundraising	30	114
Opening stock	1,949		Cashless Payments	6,416	7,050
Purchases	6,737		Miscellaneous	1,914	1,513
Closing stock	0		Leasing Equipment	0	26,835
(Loss)/Profit on sales of club equipment	(7,336)				
Donations and Sponsorship	1,730		Total expenditure	240,760	245,144
Total income	250,630				
Total expenditure	(240,760)				
Income over expenditure (deficit)/surplus	9,870				

SEVENOAKS SWIMMING CLUB**FINANCIAL STATEMENTS****BALANCE SHEET AS AT 30.9.2017**

Accounts examined and approved.

Date. 01-11-17

Signed



J. Meredith - Hon. Auditor

	<u>30.9.17</u>	<u>30.9.17</u>	<u>30.9.16</u>	<u>30.9.16</u>
	£	£	£	£
ASSETS				
Current assets				
Cash at bank & at hand	25,257		15,939	
Debtors - bank interest due	20		20	
Prepayments - pool hire	5,862		4,733	
Stock	0		599	
Total assets		31,139		21,291
 LIABILITIES				
Current liabilities				
Accruals		(5)		(5)
TOTAL ASSETS LESS LIABILITIES		<u>31,134</u>		<u>21,286</u>
 REPRESENTED BY MEMBERS FUND:				
Opening fund		21,286		4,812
(Deficit)/surplus for the year		<u>9,848</u>		<u>16,474</u>
Closing fund as at 30.9.2015		<u>31,134</u>		<u>21,286</u>

RULES of Sevenoaks Swimming Club ("the Club") as at October 2018

1. Name

- 1.1 The name of the Club shall be Sevenoaks Swimming Club.

2. Objects

- 2.1 The objects of the Club shall be:

- 2.1.1 the teaching, development and practice of swimming, diving, artistic swimming, open water, water polo and life saving for its members and shall, where appropriate, be to compete;
- 2.1.2 the promotion of community participation in healthy recreation for the benefit of the inhabitants of Sevenoaks, Kent and its surrounding area, in particular the provision of facilities for swimming;
- 2.1.3 the preservation of human life by the teaching of swimming, water safety, life saving, resuscitation and survival in the water.

- 2.2 In the furtherance of these objects the Club shall:

- 2.2.1 teach swimming to non-swimmers in the community through learn-to-swim programmes;
- 2.2.2 train and develop teachers of the above activities; and
- 2.2.3 stimulate public opinion in favour of the learning and teaching of swimming as a life skill, important in contributing to general health and well-being in the community served by the Club.

- 2.3 The Club

- 2.3.1 is committed to treating everyone equally within the context of its activity and with due respect to the differences of individuals. It shall not apply nor endorse unlawful or unjustified discrimination, and shall act in compliance with the protections afforded by the Equality Act 2010.
- 2.3.2 The Club shall implement the Swim England Equality Policy (as may be amended from time to time).

- 2.4 The Club shall be affiliated to South East Region, and shall adopt and conform to the rules of South East Region, and to such other bodies as the Club may determine from time to time.

- 2.5 The business and affairs of the Club shall at all times be conducted in accordance with the Articles, Regulations and Technical Rules of Swim England ("Swim England Regulations") and in particular:

- 2.3.1 all competing members shall be eligible competitors as defined in Swim England Regulations; and
- 2.3.2 the Club shall in accordance with Swim England Regulations adopt Swim England Child Safeguarding Policy, and Procedures ("Wavepower"); and shall recognise that the welfare of children is everyone's responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.
- 2.3.3 members of the Club shall in accordance with Swim England Regulations comply with Wavepower.

- 2.6 By virtue of the affiliation of the Club to South East Region, the Club and all members of the Club acknowledge that they are subject to the regulations, rules and constitutions of:

- 2.4.1 South East Region; and
- 2.4.2 Swim England (to include the Code of Ethics); and
- 2.4.3 British Swimming (in particular its Anti-Doping Rules and Judicial Code); and
- 2.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together “the Governing Body Rules”).

- 2.7 In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail.

3. Membership

- 3.1 The total membership of the Club shall not normally be limited. If however the Committee considers that there is a good reason to impose any limit from time to time then the Committee shall put forward appropriate proposals for consideration at a General Meeting of the Club. The members shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club.
- 3.2 All persons who assist in any way with the Club's activities shall become members of the Club and hence of Swim England and the relevant Swim England membership fee shall be paid. Assisting with the Club's activities shall include, but not be restricted to, administrators, associate members, voluntary instructors, teachers and coaches, Committee members, helpers, Honorary members, life members, Officers, patrons, Presidents, technical and non-technical officials, temporary members, Vice Presidents and verifiers or tutors of Swim England's educational certificates.
- 3.3 Paid instructors, teachers and coaches who are not members of the Club must be members of a body which accepts that its members are bound by Swim England's Code of Ethics, Swim England Regulations relating to Wavepower those parts of the Judicial Regulations and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Regulations.
- 3.4 Any person who wishes to become a member of the Club must submit a signed application to the Secretary (and in the case of a junior swimmer the application must be signed by the swimmer's parent or guardian). Election to membership shall be determined by the Membership Secretary but other person(s) authorised by the Committee may make recommendation as to the applicant's acceptability.

The Membership Secretary shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a Review Panel appointed by the Committee (“Review Panel”) comprised of not less than three members (who may or may not be members of the Committee). The Review Panel shall wherever practicable include one independent member nominated by the South East Region. The person refused membership shall be entitled to make representations to the Review Panel. The procedures for review shall be at the discretion of the Review Panel whose decision shall be final and binding.

- 3.5 In its consideration of applications for membership, the Club shall not act in a discriminatory manner and in particular, shall adhere to the Equality Act 2010 (as may be amended). Accordingly, the Club shall not refuse membership on the basis of a Protected Characteristic within the Equality Act 2010, such as disability; gender or gender identity; pregnancy; race; religion or belief; or sexual orientation. Neither may refusal be made on the grounds of political persuasion.
- 3.6 The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute, or, in the case of a swimmer, being unable to achieve the entry standards as laid down and provided by the Club to the applicant for membership.

- 3.7 The Club may have swimming and non-swimming members. Non-swimming membership shall be open to parents, friends and supporters of the Club.

4. Subscription and Other Fees

- 4.1 The monthly members' subscription and coaching and squad fees (as applicable) shall be determined from time to time by the Committee and the Committee shall in so doing make special provision for different classes of membership as it shall determine.
- 4.2 The monthly subscription shall be due on joining the Club and will be payable by Direct Debit unless otherwise agreed with the Treasurer
- 4.3 Any member whose monthly subscription is unpaid by the date falling 30 days after the due date for payment may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made.
- 4.4 The Committee shall, from time to time, have the power to determine the monthly membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Club pays the individual Swim England membership fees to Swim England on behalf of members, be consequential upon an increase in individual Swim England membership fees. Any increase in subscriptions shall be advised to the members in writing with the reasons for any increase to be reported to the members at the next Annual General Meeting.
- 4.5 The Executive Officers (or the Committee) shall have the power in special circumstances to remit the whole or part of the fees, including the Swim England membership fees, to address issues of social inclusion.

5. Resignation

- 5.1 A member wishing to resign membership of the Club must give to the Secretary written notice of his/her resignation. A member's resignation shall only take effect when this (Rule 5.1) has been complied with.
- 5.2 Notwithstanding the provisions of Rule 5.1 above a member whose subscription is more than two months in arrears shall be deemed to have resigned. Where the membership of a member shall be terminated in this way he/she shall be informed in writing that he/she is no longer a member by notice handed to him/her or sent by post to his/her last known address.
- 5.4 The Swim England Membership Department shall be informed should a member resign when still owing money or goods to the Club.

6. Expulsion and Other Disciplinary Action

- 6.1 The Committee shall have power to expel a member when, in its opinion, it would not be in the interests of the Club for the individual to remain a member. The Club in exercising this power shall comply with the provisions of Rules 6.3 and 6.4 below.
- 6.2 Upon expulsion the former member shall not be entitled to have any part of the annual membership fee refunded and must return any Club or external body's trophy or trophies held forthwith. Clubs in exercising this power are required to comply with the provision of Rules 6.3 and 6.4 below.
- 6.3 The Club shall comply with the relevant Judicial Regulations for handling Internal Club Disputes Procedures ("the Procedures") as the same may be revised from time to time. (A copy of the Procedures may be obtained from the Swim England website, Swim England Handbook or from the Office of Judicial Administration).
- 6.4 A member may not be expelled or (subject to Rule 6.5 below) be made the subject of any other

penalty unless the panel hearing the complaint shall by a two-thirds majority vote in favour of the expulsion of (or other penalty imposed upon) the member.

- 6.5 The Officers of the Club (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider club activities, when in their opinion, such action is in the interests of the Club. Where such action is taken the incident or matter will thereafter be dealt with in accordance with the appropriate Judicial Regulations.

7. Committee

- 7.1 The Committee shall consist of the Chairman, Secretary, Treasurer (together "the Executive Officers of the Club") and 8 elected members all of whom must be members of the Club. All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings without power to vote.
- 7.2 The Committee shall appoint a member of the Club as Welfare Officer who must be not less than 18 years of age, who should have an appropriate background and who is required to undertake appropriate training in accordance with Wavepower. The Welfare Officer will have a right to attend Committee meetings without a power to vote.
- 7.3 The Executive Officers and Committee members shall be proposed seconded and elected at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting and will take office when the Chairman has closed the meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring Executive Officers and members of the Committee shall be eligible for re-election.
- 7.4 Committee meetings shall be held not less than quarterly (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be such number as shall represent not less than a simple majority of the Committee members (to include not less than one Executive Officer). The Chairman and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than four days written notice of a meeting. Decisions of the Committee shall be made by a simple majority (and in the event of equality of votes the Chairman (or the acting Chairman of that meeting) shall have a casting or additional vote.) The Secretary, or in his/her absence a member of the Committee, shall take minutes.
- 7.5 In the event that a quorum is not present within 30 minutes of the published start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the Chairman. If a quorum is not present at the adjourned meeting then those Committee members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions as to minimum notice contained in Rule 11.1 shall not apply.
- 7.6 In addition to the members so elected the Committee may appoint up to four further members of the Club who shall serve until the next Annual General Meeting. Appointed members shall be entitled to vote at the meetings of the Committee and shall be counted in establishing whether a quorum is present.
- 7.7 The Committee may from time to time appoint from among their number such sub-committees as they may consider necessary (and to remove (in whole or in part) or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
- 7.8 The Committee shall be responsible for the management of the Club and shall have the sole right

of appointing and determining the terms and conditions of service of employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club. The Committee shall be responsible for ensuring that the Accounts of the Club for each financial year be examined by an independent examiner to be appointed by the members in General Meeting.

- 7.9 The members of the Committee shall be indemnified by the members of the Club against all liabilities properly incurred by them in the management of the affairs of the Club.
- 7.10 The Committee shall maintain an Accident Book in which all accidents to Club members at swimming related activities shall be recorded. Details of such accidents shall be reported to the insurers in accordance with the Accident/Incident Notification guidelines. The Club shall make an annual return to the Swim England Membership Department indicating whether or not an entry has been made in the prescribed online form.
- 7.11 The Committee shall have power to make regulations, create by-laws (see Rule 13.1) and to settle disputed points not otherwise provided for in this Constitution.

8. Officers and Honorary Members/Life Members

- 8.1 The Executive Officers and Committee of the Club shall be proposed, seconded and elected (by ballot) at the Annual General Meeting and shall hold office until the next Annual General Meeting when they shall retire. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring officers shall be eligible for re-election.
- 8.2 The Annual General Meeting of the Club, if it thinks fit, may elect a President and Vice-Presidents. A President or Vice-President need not be a member of the Club on election but shall, *ex officio*, be an honorary member of the Club and must be included in the Club's Annual Return of Members to Swim England.
- 8.3 The Committee may elect any person as an honorary member of the Club for such period as it thinks fit, or as a Life Member, and they shall be entitled to all the privileges of membership except that they shall not be entitled to vote at meetings and serve as Officers or on the Committee unless any such person shall have retained in addition their ordinary membership of the Club. Such honorary members and Life Members must be included in the Club's annual return as to membership.

9. Annual General Meeting

- 9.1 The Annual General Meeting of the Club shall be held each year on a date in November. The date, time and venue for the Annual General Meeting shall be fixed by the Committee.
- 9.2 The purpose of the Annual General Meeting is to transact the following business:
 - 9.2.1 to receive the Chairman's report of the activities of the Club during the previous year;
 - 9.2.2 to receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club;
 - 9.2.3 to remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that he/she remain in office;
 - 9.2.4 to elect the Executive Officers and other members of the Committee;

9.2.5 to decide on any resolution which may be duly submitted in accordance with Rule 9.3.

- 9.3 Nominations for election of members to any office or for membership of the Committee shall be made in writing by the proposer and seconder to the Secretary not later than 1st November. The nominee shall be required to indicate in writing on the nomination form his/her willingness to stand for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not later than 1st November.

10. Special General Meeting

- 10.1 A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Club within 28 days of receipt by the Secretary of a requisition in writing signed by not less than seven members entitled to attend and vote at a General Meeting or, if greater, such number as represents one-tenth in number of such members, stating the purposes for which the meeting is required and the resolutions proposed.

11. Procedure at the Annual and Special General Meetings

- 11.1 The Secretary shall personally be responsible for the handing out or sending to each member at his/her last known address a written agenda giving notice of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least fourteen days before the meeting and in the case of the Annual General Meeting a list of the nominees for the Committee posts and a copy of the examined accounts. The Secretary may, alternatively, with the agreement of member(s) concerned distribute these materials by e-mail or similar form of communication. The Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board where one exists.
- 11.2 The quorum for the Annual and Special General Meetings shall be seven members entitled to attend and vote at the Meeting or, if greater, such number as represents one-tenth in number of such members.
- 11.3 The Chairman, or in the Chairman's absence a member appointed by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. For the procedures for submitting resolutions to be considered at a General Meeting members are referred to Rule 9.3. In the event of an equality of votes the Chairman shall have a casting or additional vote.
- Only paid up members who have reached their 16th birthday shall be entitled to be heard and to vote on all matters. (Members who have not reached their 16th birthday shall be entitled to be heard and vote only on those matters determined by the Chairman as matters concerning juniors, such as the election of club captains.)
- 11.4 The Secretary, or in his/her absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.
- 11.5 The Chairman shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the Club.

12. Alteration of the Rules and Other Resolutions

- 12.1 The Rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least (two-thirds) of members present and entitled to

vote at the General Meeting. No amendment(s) to the Rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as is authorised to do so by the Kent County Association/ South East Region.

- 12.2 Any member shall be entitled to put any proposal for consideration at any General Meeting provided the proposal in writing shall have been handed to or posted to the Secretary of the Club so as to be received by him/her not later than 1st November in the case of the Annual General Meeting or, in the case of a Special General Meeting, 18 days before the date of the meeting and thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in Rule 11.1.

13. By-Laws

- 13.1 The Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the well being of the Club which by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

14. Finance

- 14.1 All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairman, Secretary and nominated member of the committee as approved in a General Meeting. Any monies not required for immediate use may be invested as the Committee in its discretion think fit. **(See Guidance Notes regarding Accounts).**
- 14.2 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club, (save as set out in Rule 17.3.).
- 14.3 The Committee shall have power to authorise the payment of remuneration and expenses to any Officer, member or employee of the Club and to any other person or persons for services rendered to the Club.
- 14.4 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee thinks fit.
- 14.5 The financial year of the Club shall be the period commencing on 1st October and ending on 30th September. Any change to the financial year shall require the approval of the members in a General Meeting.
- 14.6 The Committee shall retain all financial records relating to the club and copies of Minutes of all meetings for a minimum period of six years.

15. Borrowing

- 15.1 The Committee may borrow money on behalf of the Club for the purposes of the Club from time to time at their own discretion [up to such limits on borrowing as may be laid down from time to time by the General Meeting] for the general upkeep of the Club or with the (prior) approval of a General Meeting for any other expenditure, additions or improvements.
- 15.2 When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sums or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issues of debentures charged upon all or any part of the property of the Club.

- 15.3 The Committee shall have no power to pledge the personal liability of any member of the Club for the repayment of any sums so borrowed.

16. Property

- 16.1 The property of the Club, other than cash at the bank, shall be vested in not less than two but not more than four Custodians. They shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- 16.2 The Custodians shall be elected at a General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- 16.3 The Custodians shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

17. Dissolution

- 17.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three - quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.
- 17.2 The dissolution shall take effect from the date specified in the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 17.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be given to a charity or charities (or other non-profit making organisation having objects similar to those of the Club for the furtherance of such objects) nominated by the last Committee

18. Acknowledgement

- 18.1 The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club.
- 18.2 The following statement must appear on Club membership forms and is to be signed by the member. It must also be countersigned by the parent, or a person having parental responsibility for the member, if under 18 years of age:

"I acknowledge receipt of the rules of Sevenoaks Swimming Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules."



Agenda Item 7(d)

22 JUL 2019

BY:.....

Sevenoaks Town Council
Council Offices
Bradbourne Vale Road
Sevenoaks
Kent
TN13 3QG

Our Ref: RR/TCW

18th July 2019

Dear Sirs,

The Children's Workshop
Charity Number 1102887

I have enclosed a completed application for grant aid form, together with the audited financial statements for the last two years.

The Children's Workshop are requesting from you funding for 9 practitioners to participate in outdoor learning training. The Children's Workshop believes that it is essential that young children get frequent and regular opportunities to explore and learn in the outdoor environment and this should not be seen as an optional extra. The Children's Workshop are fortunate to be set in a woodland setting on the edge of Knole Park, which grants them a wonderful opportunity for effective outdoor learning.

In recent years there has been a cultural shift in our society that has reduced the access and use of outdoors for many young children. Contributory factors include increased fear amongst adults in relation to children's safety and technological advances leading to an overwhelming prominence of more sedentary indoor activities, such as television, video and computer games.

Here are some powerful arguments for taking every opportunity to take young children beyond their immediate indoor environment:-

- Learning outside the classroom supports the development of healthy and active lifestyles by offering children opportunities for physical activity, freedom and movement, and promoting a sense of well-being.
- Learning outside the classroom gives children contact with the natural world and offers them experiences that are unique to outdoors, such as direct contact with the weather and the seasons.
- Playing and learning outside also helps children to understand and respect nature, the environment and the interdependence of humans, animals, plants, and lifecycles.

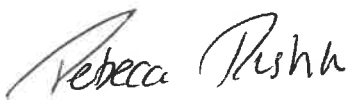
- Outdoor play also supports children's problem-solving skills and nurtures their creativity, as well as providing rich opportunities for their developing imagination, inventiveness and resourcefulness.
- Children need an outdoor environment that can provide them with space, both upwards and outwards, and places to explore, experiment, discover, be active and healthy, and to develop their physical capabilities.
- The outdoor environment offers space and therefore is particularly important to those children who learn best through active movement. Very young children learn predominately through their sensory and physical experiences which supports brain development and the creation of neural networks.
- For many children, playing outdoors at their early years setting may be the only opportunity they have to play safely and freely while they learn to assess risk and develop the skills to manage new situations.

I appreciate that you receive a huge amount of grant requests and I thank you for taking the time to read this one.

The Children's Workshop are always looking at ideas at how to engage more in the community. At present, we have been litter picking in the Environmental Park and Knole Park, visiting Age UK, and also visiting the adults with learning difficulties from the West Kent Community Day Service at Sevenoaks Leisure Centre. We can tell from the visits how much the children and the adults value the time they spend together. Please let us know if there are any opportunities of how we can be more involved.

If you have any queries, please do not hesitate to contact me.

Yours faithfully,



Rebecca Rushton

Trustee

The Children's Workshop

Telephone Number:

22 JUL 2019

BY:

Sevenoaks TOWN Council



APPLICATION FOR GRANT AID

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

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

THE CHILDREN'S WORKSHOP

NAME OF CONTACT

REBECCA RUSHTON

ADDRESS OF CONTACT

E

POSTCODE TN13 1FE

TELEPHONE NO: DAYTIME

CHARITY NUMBER: 1102887 EVENING

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

THE CHILDREN'S WORKSHOP IS A NOT-FOR-PROFIT FRIENDLY PRESCHOOL FOR CHILDREN AGED BETWEEN 2 AND 5 YEARS OF AGE, SITUATED AT THE EDGE OF KNOWLE PARK

WE WORK TOGETHER, CHILDREN, STAFF, PARENTS, CARERS AND THE WIDER COMMUNITY TO ENSURE OUR CHILDREN LEARN AND HAVE FUN IN A NURTURING ENVIRONMENT THAT ALLOWS THEM TO EXPLORE THE WORLD THEY LIVE IN AND BUILD HAPPY FRIENDSHIPS AND MEMORIES.

PLEASE GIVE NUMBERS IN
YOUR ORGANISATION WHO
ARE

A) PAID	12
B) VOLUNTEERS	60
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	UNSURE

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

49

PART 2 - GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 720.00

PLEASE DESCRIBE YOUR PROJECT

THE CHILDREN'S WORKSHOP BELIEVES THAT OUTDOOR LEARNING IS ESSENTIAL AND CAN CONTRIBUTE TO BETTER OVERALL BEHAVIOUR AND IMPROVED LEARNING. WE WOULD LIKE TO TRAIN OUR PRACTITIONERS IN OUTDOOR LEARNING (FOREST SCHOOL).

PREVIOUSLY, WE PAID FOR AN EXTERNAL PERSON TO PROVIDE A FOREST SCHOOL TWICE A WEEK FOR THE CHILDREN. THIS ONLY BENEFITED THE CHILDREN WHO ATTENDED ON THOSE DAYS. THE FUNDING FOR THIS CAME FROM FUNDRAISING, BUT WE DID NOT CONTINUE DUE TO THE COST.

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

WE ARE REQUESTING A GRANT OF £720, WHICH WILL PROVIDE 9 STAFF MEMBERS WITH OUTDOOR LEARNING TRAINING. IT WILL ALSO INCLUDE THE TRAINER TO COME INTO THE PRESCHOOL AND PROVIDE A RISK ASSESSMENT AND FOREST SCHOOL SUPPORT SESSION. WE WOULD USE THE GRANT AS SOON AS POSSIBLE.

PART 3 - GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

Yes ☒ No ☐

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

Yes ☒ No ☐

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

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES/NO

IF YES, PLEASE GIVE DETAILS

N/A

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

THE CHILDREN'S WORKSHOP HAS RECENTLY CLARIFIED ITS
ETHOS. THE PRESCHOOL HAS COMMITTED TO BECOMING A
SUSTAINABLE ENVIRONMENT.

THE PRESCHOOL IS SET IN A BEAUTIFUL SETTING AND
WOULD LIKE TO MAKE THE MOST OF IT'S SURROUNDINGS
AND ECOLOGICAL ENVIRONMENT. THE PRESCHOOL IS
DETERMINED TO EDUCATE CHILDREN FROM A YOUNG AGE
TO LESSON OUR CARBON FOOTPRINT. IN TURN, THE CHILDREN
CAN EDUCATE THEIR FAMILIES AND FRIENDS.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR
↳ LAST INDEPENDENT EXAMINATION
YEAR ENDED 05/04/2018

CASH BALANCE £60,021

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

3 MONTHS

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

£5,783 (YEAR TO 05/04/2018)

NOTE. FUNDRAISING HAS DROPPED FOR
THE YEAR ENDED 05/04/2019

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.

NONE TO MY KNOWLEDGE, PLEASE CHECK
YOUR RECORDS.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

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

DO YOU HAVE A WRITTEN CONSTITUTION?

YES ~~NO~~

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

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

SIGNATURE

Rebecca Rushon

DATE 18/07/2019

NAME AND POSITION IN ORGANISATION: **REBECCA RUSHON**
IN CAPITALS PLEASE TRUSTEE (DIRECTOR)

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

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

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

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

2 2 JUL 2019
BY:.....



Company number: 5055356

Charity Number: 1102887

The Children's Workshop

Report and financial statements

For the year ended 5th April 2018



The Children's Workshop

For the year ended 5th April 2018

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The Children's Workshop Trustees' Annual Report

For the year ended 5th April 2018

Company number	5055356
Charity number	1102887
Registered office and operational address	Environmental Park, Buckhurst Lane, Sevenoaks, TN13 1FE
Trustees	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: Nicola Mackert (Chair) Fiona Lowrie (Treasurer) Sally Mollison (Secretary) Debora Bell Jadie Codd Joanne Forder Selina Harvey Judy Pang Kinvara Rogers Lourdes Marinetto Sanchez Gillian Tuxford
Key management Personnel	Nicola Mackert (Chair) Fiona Lowrie (Treasurer) Sally Mollison (Secretary) Debora Bell (Preschool Manager) Jenny Pollard (Office Manager) Melanie Lloyd-Nolan (Finance & HR Administrator)

The trustees present their report and the financial statements for the year ended 5th April 2018.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice – Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

The Children's Workshop's Purpose and Ethos

The purpose of The Children's Workshop is to enhance the development and education of children primarily under statutory school age. This is achieved by offering appropriate play, education, care facilities and training courses, together with the right of parents to take responsibility for, and to become involved in, the activities of The Children's Workshop. Thereby ensuring opportunities for all children whatever their background race, culture, religion, means or ability. The Ethos that guides our work is:

Our Ethos

At The Children's Workshop we work together, children, staff, parents, carers and the wider community to ensure our children learn and have FUN in a nurturing environment that allows them to EXPLORE the world they live in and build HAPPY FRIENDSHIPS and MEMORIES.

Children's Workshop is a place where children:

have a 'can do' attitude –

- We nurture our children's sense of self and encourage each individual to be confident in their own abilities
- We engage, motivate and challenge our children
- We encourage exploration, investigation and problem solving

develop a wonder of the world–

- We stimulate our children's interest in their community and the world we live in
- We love to learn outdoors; we have a special focus on forest school type activities
- We enthuse our children with a love of learning

grow to be their very best –

- We develop skills for life such as listening, respect, manners, teamwork and building friendships
- We foster children's resilience and confidence ensuring they are ready to go to school
- We encourage creativity and celebrate and listen to our children's ideas to guide us in planning fun, stimulating and exciting activities.

Aims for 2017–2018

Children's Learning and Development:

- ❖ To continue to review the methods of monitoring and evaluating each child at the setting in order to maximise capture of learning and developmental progress.
- ❖ To continue to review practices for wellbeing and welfare of each child including such practice as home visits, Treasure Possession
- ❖ To devise and implement a coaching and mentoring programme for the staff across the setting.

Management of the Setting:

- ❖ To explore opportunities to utilise the new building for out of preschool hours use.
- ❖ To review new setting structure and identify any further efficiencies and working practices to be adopted.
- ❖ To develop a clear and robust ICT strategy and identify opportunities to make efficiencies
- ❖ To develop marketing strategy for The Children's Workshop using the new website and other online channels for profile raising.

Partnership working:

- ❖ To continue to improve the partnership between the preschool, families and the wider community through several communication channels and events.

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remain focused on its stated purposes.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

For the year ended 5th April 2018

Achievements and performance

The charity's main activities and who it tries to help are described below. All its charitable activities focus on providing a quality preschool education for children aged 2–5 and are undertaken to further The Children's Workshop charitable purposes for the benefit of the public.

Children's Learning and Development:

Providing an exciting, high quality and varied learning programme of activities continues to be the priority approach and what is at the heart of The Children's Workshop.

This year Bud's children are demonstrating a 'can do' attitude, learning healthy living skills and gaining the ability to follow the rules and routines which are necessary to move up to Saplings. In the Saplings room the children have focused on building their resilience, strong personalities, social skills and the self-help skills which are necessary to transition to school. They have been working on Phase 1 phonics and pre-writing skills together with building independence in readiness for school. A strong transition programme with each school for the children moving on has been developed to enable the children to build confidence in preparation for Reception.

The programme of daily 'Workshop' activities in the afternoon has grown from strength to strength. The cooking workshops continue to be a favourite with the children. They have been learning to prepare recipes from different countries using a few different vegetables and fruits, although a favourite term was when chocolate was the main ingredient of the recipe. Each of the cookery workshops have been developed with clear learnings based on sensory play, enabling the child not only to touch, smell and look at each ingredient but mix them squeeze them – all aiding further development of their manipulative skills. The children have been absorbed both in the physical and sensory activity as well as developing the language to explain the methodology for the results of the workshop that they have taken home.

"Our daughter adores her cooking workshop – it is wonderful to see how proud she is of what she produces, and we can see that this workshop is helping her become more independent as well as more of a foodie". Parent

The Sustainable Workshops have continued to focus on children learning about the significance of recycling, re-using and of waste. The aim continues to be to have this next generation both aware and leading by example in the area of recycling. Workshop "sports skills" a great favourite with the use of the outside space. The end of year sports day showcased all the new skills the children had learnt and the physical confidence they had gained. Thursday's Workshop is a music in which children sing songs and play

The Children's Workshop Trustees' Annual Report

For the year ended 5th April 2018

musical instruments. Many of the children have gone home singing songs and there has been lots of parent feedback around the joy of hearing their child sing.

"Thank you, Saplings team. Over these past few months, whether in the car or at home my son has just started singing, usually a song with several actions. Most of the time he is completely unaware that I am listening, so I have taken the opportunity to stop and listen because these are very precious moments." Parent

Friday's workshop we have introduced a French Workshop in which the children have learnt to count in French, different vocabulary, songs and about French culture.

A focus for this year was to continue to review the methods of monitoring and evaluating each child in order to track learning and developmental progress. The green contact books continue to provide an insight in to how learning has continued within the home, but a few challenges have been faced with the Parenta tracking programme. The process for uploading material becomes cumbersome and administrative heavy and through ongoing discussions with Parenta, it has identified a few limitations that they are aiming to address in the year ahead in order to fully utilise the system. However, parent consultations, weekly newsletters, term plans sent to parents with term newsletters, parents invited to attend workshops and events as well as the photo gallery and regular updates on the website ensure parents can see the experiences and focus of activity their child experiences whilst at the pre-school.

This year has seen a higher than usual number of staff changes. This had the potential to unsettle staff and children alike. Different staffing models were tested to maximise stability for each room and, with the teamwork and flexibility of the staff, disruption due to these changes were kept to a minimum for the children and their families. However, this has delayed the implementation of a coaching and mentoring programme for the staff across the setting. In the year ahead, staff are going to be approached as to the kind of coaching and mentoring programme they would find most beneficial and develop a more tailored programme as part of their continuous professional development. In order to keep disruption to a minimum, the Pre-school Manager stepped in to ratio to provide additional stability. This contributed greatly to the well-being of both children and the staff and identified the need for the Manager to spend certain parts of the week in ratio, however this is being tracked due to the other responsibilities the Manager also has within her role and workload.

Management of the Setting:

The focus for this year has been to refine the approach for managing the setting following a full academic year in the new premises. So much has been achieved based on learnings from the previous year and both the trustees, management and staff have partnered

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together to make changes that aim to continue to improve the provision for families as well as the smooth running and sustainability of the preschool.

The previous year clearly identified how flexible the new setting is, whether working as two rooms or combining as one e.g. for performances by the children to parents, presentations and AGM to parents as well as the extensive outside space. However, whilst the setting presents flexibility of use, identifying opportunities to use it and generate revenue, within the requirements of the purpose of the building, raised many considerations that continue to be under discussion and will continue to be a priority to investigate for the year ahead.

This year presented several staff changes, and this prompted a review of both staffing models and requirements as well as the recruitment process. Different staffing models were tested over the year to look at maximising support for every child in each room with the commitment to good staffing ratios and building strong and supportive staff teams. When looking at the requirements for any new staff member, the recruitment process was reviewed and streamlined to be more specific in targeting candidates for roles. What this has demonstrated is the need to adapt and be flexible on staffing model's dependent on the needs and requirements of each child, particularly with those that require additional support as well as the well-being of each staff member including the Preschool Manager.

Staffing costs are the most significant budgetary consideration of the finances at The Children's Workshop and with financial stability of the preschool a priority, several changes took place to safeguard the finances. The first, was to move the administration of payroll in-house through the appointment of a finance officer as a paid member of staff. This has provided an even greater transparency on the finances of the preschool as the finance officer professionalised the payroll process and drafted a financial control policy that was adopted by the committee of trustees. A meeting with the Charity Bank resulted in confirmation that The Children's Workshop is a low risk concern for non-payment of loan and reviewed the budget as well as governance to ensure ongoing commitment to repayment of loan. Continuing to build on this transparency and with the committee of trustees looking to identify ways to maintain a strong balance sheet, the Office Manager, Finance Officer and a few the trustees undertook a Kent County Council course looking at financial modelling for preschool settings. The course provided a platform for budget planning and indicated the requirement for another review of financial planning for the preschool to respond to budget fluctuations in a timely way, this will be a priority for the year ahead.

Previously all communication by parents with both management as well as the committee of trustees was through one email address at The Children's Workshop and a phone. This year, the priority was to develop an ICT strategy and identify efficiencies to continue to

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For the year ended 5th April 2018

improve communications with parents, particularly with new GDPR being enforced later in 2018. As a direct result, Children's Workshop has migrated to a Microsoft Office platform providing a central online platform for storing all files and emails for key personnel. This has provided a streamlining of information and more secure and accountable system to hold all key information. With the priority in the coming year to adopt new GDPR, The Children's Workshop has been preparing for this by reviewing systems and procedures and undertaking a data audit to establish what information the preschool holds, how they hold it and why it is asked for. In addition, the Office Manager will be attending a GDPR course run by Kent County Council.

In addition to the online platform, this year saw the much-anticipated new website for the preschool go live. The platform has been welcomed by current parents as well as families looking to learn more about the preschool clearly showcasing the surroundings and the outdoor environment and ethos. It is linked to The Children's Workshop Facebook page and has been able to be regularly updated providing parents with the latest information concerning resources children may require for several activities during each week. Key articles for parents have also been posted to engage parents in the EYFS.

Partnership working:

Building on the initial links within the Community last year, the focus was to start to build sustainable and productive partnerships. Initial links had been made by the Pre-school Manager and Age UK and this year, groups of children have been visiting a care home and delighting and captivating residents. They sang and talked with residents giving a much-appreciated lift in their day. Many of the children themselves have engaged and loving grandparents and so building on the visits, The Children's Workshop held a "Grandparent Day" for children to invite their grandparent in to the setting. The grandparents were invited to read stories, listen to the children and engage in activities. For many it was yet another environment in which they were able to experience time with their grandchild and in all cases, the grandparents engaged with all the children.

Specific workshops were also tailored for a "Mother's Day Workshop" and a "Father's Day Workshop" all to the delight of the children and their parents. Specific activities such as painting, outdoor games and refreshments made by the children created special times and enabled parents to see their children interact within the setting. In the year ahead, the preschool aims to continue to enhance our sustainable growth by joining Kent with 'The Global Goals for Sustainable Development'. The programme and workshops aim to encourage the children to develop empathy and how this leads to fairness, respect and responsibility it will form a key platform on which to build many other activities.

The Committee of Trustees, which is drawn from the parent body remains strong and engaged with the pre-school. This year there have been 10 parent members and a

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representative from Lady Boswell's School governing body has joined the committee in line with the objects of the charity. The relationship with Lady Boswell's School continues to develop with strong lines of communication between the headteacher and chair of committee of trustees. This year has seen an excellent transition programme for the children leaving The Children's Workshop going to Lady Boswell's with all children getting to experience an assembly, a lunch time and an independent play session. Links with other schools to which children were transitioning have also developed and the Pre-School Manager had meetings with the new teachers of these children to share information and any concerns.

The committee of trustees has again focused efforts and time around fundraising this year. The main events were a successful comedy night and silent auction which raised over £5,000 and a cake stall at the local Sevenoaks Festival which raised almost £600.

Good links between parents and the pre-school have been maintained this year. Parent consultation evenings have given parents opportunity to talk directly with their child's key worker about progress and any encouragement or concerns that they have.

Beneficiaries of our services

The key beneficiaries of our services are children aged 2–4 who are part of The Children's Workshop and their parents and carers. The children who attend the setting are from diverse backgrounds and inclusion is a foundation of the pre-school's approach. Amongst the children in our care are children from challenging homes, children from families whose first language is not English and children with special educational needs. This year we have had 74 children on our register who attend different sessions over the week. With the new setting, we have increased the maximum number of children per session and can now have up to 36 children per session. Of these 74 children, 7 have English as an additional language and 4 are in receipt of extra funding support from the government for either social or educational reasons.

The children's progress is monitored throughout the year using the Kent Progress Tracker system and evidence from this shows that this year, all children have made average or above average progress. Children who display more specific needs are monitored using a personalised targeted plan and parents and the setting work closely together to support the child to progress. For example, in this year's cohort, the younger group of children demonstrated weaknesses in Physical Development, Health and Self Care so a topic on "all about me" was introduced and parents supported to potty train their children and encourage them to put their own shoes and coats on. The tracker has shown this year that children with Special Educational Needs (SEN) and English as an additional language are making good progress. Children attending The Children's Workshop display an

The Children's Workshop Trustees' Annual Report

For the year ended 5th April 2018

eagerness to learn through the activities on offer, and happiness and confidence in communicating with others.

Financial review

For the year ending April 2018, The Children's Workshop made a surplus of £22,815, a decrease of £34,376 from £57,191 from 2017.

Income decreased slightly from £215,573, to £201,322 a decrease of £14,251 on 2017. This is not surprising as, during the 2016–2017 accounting period, The Children's Workshop's income included substantial one-off grants related to the move project including for example £22,000 grant from KCC. Income from fundraising was £5,783 reflecting the continued hard work and successful events such as the Comedy Night and auction, Sevenoaks cake sale as well as smaller events like the Easter Egg Hunt and Toy Sales.

The Children's Workshop's total expenditure last year was £178,507, an increase of £20,125 from £158,382 in 2017. The rise in expenditure is mainly driven by staff costs which have increased by £21,182 over last year, reflecting the increase in number of sessions and the need for additional staff.

The net asset balance is now £196,212 up from £173,397 in 2017 due to an increase in our reserves as a result of the surplus income generated in 2017–2018. In order to purchase our building, we obtained a loan from the Charity Bank which is repayable over 7 years. Our current financial position and the surplus income of £22,815 generated in 2017–2018, gives assurance that ongoing activities can repay the loan and continue as a going concern.

Principal risks and uncertainties

The Children's Workshop's acquisition of a new building and move to our current site forms the basis of most of the financial risks undertaken by The Children's Workshop. Principal risks and uncertainties have been identified as follows:

- Paying back the loan to the Charity Bank is contingent on filling spaces and adequate income.
- As the building and site is still new there may be unforeseen running costs that have not been budgeted for.
- Staff turnover leading to reduced confidence and familiarity in the team from parents and potential parents.

For the year ended 5th April 2018

- Introduction of new Government initiatives such as the 30 hours funding for working parents which does not give us enough money per child to maintain the current service.

Reserves policy and going concern

The Children's Workshop policy has previously been to have three months running costs which we keep as a general fund. During the move project, the Committee of Trustees decided to use some of the reserves to facilitate the move. This reduced reserves at the time, but we have prioritised the build-up of funds since then. Due to prudent budgeting, reserves are now raised from £34,286 to £60,021 which means that The Children's Workshop has three months running costs. The aim is to continue to maintain this three-month reserve fund over the next financial year.

Plans for the future

For the development and implementation of a 3–6 year strategy for the sustainability and growth of The Children's Workshop, the following aims all work towards this overall goal:

Aims for 2018–2019

Children's Learning and Development:

- ❖ To strengthen the home–preschool partnership and engage with parents on a more sustainable two–ways approach to their child/ren's learning
- ❖ To continue to review practices for wellbeing and welfare of each child including such practice as home visits, Treasure Possession.
- ❖ To continue to enhance the preschool's sustainable growth approach by joining Kent with 'The Global Goals for Sustainable Development'.
- ❖ To devise and implement a coaching and mentoring programme for the staff across the setting

Management of the Setting:

- ❖ To continue to explore educational, revenue generating, opportunities for the use of The Children's Workshop premises out of hours.
- ❖ To develop a strong financial planning and tracking model for the continuing sustainability of the preschool.
- ❖ To review and tailor the governance structure that provides a more sustainable model of oversight for the preschool.
- ❖ To continue updating and developing the ICT strategy, particularly in line with new policies and procedures, as well as monitoring Parenta system.

Partnership working:

- ❖ To continue to improve the partnership between the preschool, families and the wider community through a specific sustainability programme, targeted events with specific members of the community and strong communication.

Structure, governance and management

The Children's Workshop is a charitable company limited by guarantee and governed by a committee principally comprised of parents of children at the Children's Workshop who are elected at the AGM. The committee meets at least four times a year as a full committee and in between as necessary as sub-committees (finance and fundraising). Named roles include the chair, secretary and treasurer. The committee also comprises of a maximum of two members appointed by Lady Boswell's School and the preschool manager.

Following election at the AGM, Ofsted is notified immediately of each new Trustee, they are then DBS checked and formally registered with Ofsted. There is then an induction programme which introduces the work of the Charity, its employees and volunteers. This provides trustees with an understanding of the rules outlined in its governing document, its financial situation, how the preschool operates and the roles of all those who work and volunteer within the charity. Trustees must sign a code of conduct, confidentiality document and agree to a conflict of interest policy.

Public benefit

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'. That guidance addresses the need for all charities' aims to be, demonstrably, for the public benefit.

Trustees

The Trustees are also Directors for the purposes of company law. The Trustees who served during the year and up to the date of this report were as follows:

<u>Committee members who resigned during the financial period.</u>	<u>Date of resignation</u>
Colette Beard	November 2017
Jodi Cahill	November 2017
Sarah Hoffman	November 2017

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For the year ended 5th April 2018

Melanie Lloyd-Nolan	November 2017
Stuart Scott	November 2017
Kathryn Southwell	November 2017
Jemma White	November 2017
Phillip Walker	November 2017

<u>Current committee members</u>	<u>Date of appointment, election or re-election</u>
Nicola Mackert (Chair)	February 2018
Judy Pang (Treasurer – until May 2018)	February 2018
Fiona Lowrie (Treasurer – current)	February 2018
Sally Mollison (Secretary)	February 2018
Debora Bell	February 2018
Jadie Codd	February 2018
Joanne Forder	February 2018
Selina Harvey	February 2018
Kinvara Rogers	February 2018
Lourdes Marinetto Sanchez	February 2018
Gillian Tuxford	February 2018

The organisation is a charitable company limited by guarantee, incorporated on 25th February 2004 and registered as a charity on 26th March 2004.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association.

Trustees give their time voluntarily and receive no benefits from the charity for their work as trustees. Debora Bell has been employed by the preschool in this period for operational work. Judy Pang was employed in this period for temporary operational work but resigned her position 30 June 2017.

Volunteers

Our volunteers contribute in many important ways to The Children's Workshop's success and achievements. Volunteers include our Trustees and a variety of students on placement at the Children's Workshop.

The Children's Workshop Trustees' Annual Report

For the year ended 5th April 2018

Statement of responsibilities of the Trustees

The Trustees (who are also directors of The Children's Workshop for the purposes of company law) are responsible for preparing the Trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

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

In so far as the trustees are aware:

- There is no relevant financial information of which the charitable company's independent examiner is unaware
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant financial information and to establish that the independent examiner is aware of that information

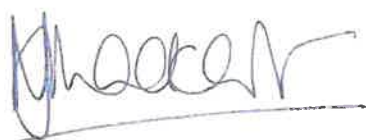
The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The Children's Workshop Trustees' Annual Report

For the year ended 5th April 2018

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 5th April 2017 was 68 (2016: 59). The trustees are members of the charity, but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

The trustees' annual report has been approved by the trustees on 29th October 2018 and signed on their behalf by:



Nicola Mackert
Chair of Committee of Trustees



Fiona Lowrie
Treasurer

Independent Examiners Report

To the trustees of The Children's Workshop

Independent Examiner's Report to the Trustees of The Children's Workshop Financial Year Ended 5 April 2018

I report on the accounts of the Registered Charity, number 1102887 and Company Limited by Guarantee, company number 5055356, for the period from 6 April 2017 to 5 April 2018, which are set out on the following pages.

Basis of Independent Examiner's Report

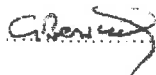
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items disclosed in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view of the accounts.

Independent Examiner's Statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 41 of the Charities Act 1993 (the Act); and
 - to prepare accounts which accord with the accounting records and to comply with accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Name MR G. BENSTED FCA

Address 19 MEADOWLANDS, SEAL, SEVENOAKS, KENT TN15 0QH

Date 29/10/18

The Children's Workshop

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 5 April 2018

	Note	Unrestricted £	Restricted £	2018 Total £	Unrestricted £	Restricted £	2017 Total £
Income from:							
Donations and legacies	2	14,770	1,669	16,439	18,427	33,177	51,603
Charitable activities	3	182,388	2,477	184,864	163,958		163,958
Investment income	4	19	-	19	11	-	11
Total income		197,176	4,146	201,322	182,396	33,177	215,573
Expenditure on:							
Raising funds	5	1,221	-	1,221	750	-	750
Charitable activities							
Pre-school	5	174,140	3,146	177,286	154,177	3,455	157,632
Total expenditure		175,361	3,146	178,507	154,927	3,455	158,382
Net income / (expenditure) before net gains / (losses) on investments		21,815	1,000	22,815	27,469	29,722	57,191
Net gains / (losses) on investments		-	-	-	-	-	-
Net income / (expenditure) for the year	15	21,815	1,000	22,815	27,469	29,722	57,191
Transfers between funds		-	-	-	46,156	(46,156)	-
Net income / (expenditure) before other recognised gains and losses		21,815	1,000	22,815	73,625	(16,434)	57,191
Gains / (losses) on revaluation of fixed		-	-	-	-	-	-
Other gains / (losses)		-	-	-	-	-	-
Net movement in funds		21,815	1,000	22,815	73,625	(16,434)	57,191
Reconciliation of funds:							
Total funds brought forward		173,397	-	173,397	99,772	16,434	116,206
Total funds carried forward		195,212	1,000	196,212	173,397	-	173,397

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 14 to the financial statements.

The Children's Workshop

Balance sheet

For the year ended 5 April 2018

		The charity	
	Note	2018 £	2017 £
Fixed assets:			
Tangible assets	8	188,866	199,220
		188,866	199,220
Current assets:			
Debtors	9	811	1,077
Balance at Bank		60,021	34,286
Cash in hand		-	-
		60,832	35,363
Liabilities:			
Creditors: amounts falling due within one year	10	12,120	12,201
		48,712	23,162
Net current assets / (liabilities)		48,712	23,162
Total assets less current liabilities		237,577	222,382
Creditors: amounts falling due after one year	12	41,366	48,985
		196,212	173,397
Net assets excluding pension asset / (liability)		196,212	173,397
Defined benefit pension scheme asset / (liability)		-	-
		196,212	173,397
Total net assets / (liabilities)		196,212	173,397
Funds:	14		
Restricted income funds		1,000	
Unrestricted income funds:			
Designated funds		139,880	143,162
Revaluation reserve		-	-
Pension reserve		-	-
General funds		55,332	30,235
Non-charitable trading funds		-	-
		195,212	173,397
Total unrestricted funds		195,212	173,397
Total funds		196,212	173,397

For the year ending 5 April 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 29 Oct 2018 and signed on their behalf by



Nicola Mackert
Chair of the Committee of Trustees



Fiona Lowrie
Treasurer

The Children's Workshop

Consolidated statement of cash flows

For the year ended 5 April 2018

	Note	2018 £	2017 £
Cash flows from operating activities			
Net cash provided by/ (used in) operating activities	15	32,806	67,034
Cash flows from investing activities:			
Dividends, interest and rents from investments		-	-
Proceeds from the sale of fixed assets		-	-
Purchase of fixed assets		-	(152,867)
Proceeds from sale of investments		-	-
Purchase of investments		-	-
Net cash provided by / (used in) investing activities		-	(152,867)
Cash flows from financing activities:			
Repayments of borrowing	(7,071)	(3,934)	
Cash inflows from new borrowing	-	59,990	
Receipt of endowment	-	-	
Net cash provided by / (used in) financing activities		(7,071)	56,056
Change in cash and cash equivalents in the year		25,735	(29,776)
Cash and cash equivalents at the beginning of the year		34,286	64,062
Change in cash and cash equivalents due to exchange rate movements		-	-
Cash and cash equivalents at the end of the year		60,021	34,286

The Children's Workshop

Notes to the financial statements

For the year ended 5 April 2018

1 Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in

b) Reconciliation with previously Generally Accepted Accounting Practice (GAAP)

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was required. The transition date was 6th April 2014. No restatement of comparative items was required.

c) Public benefit entity

The charitable company meets the definition of a public benefit entity under FRS 102.

d) Going concern

The trustees consider that there are no material uncertainties about the charitable company's ability to continue. The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

e) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate is granted or the date on which the charity receives the income received in advance of the provision of a specified service is deferred until the criteria for income

f) Donations of gifts, services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

g) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

The Children's Workshop

Notes to the financial statements

For the year ended 5 April 2018

1 Accounting policies (continued)

h) Fund accounting

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets Unrestricted funds are donations and other incoming resources received or generated for the charitable Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

i) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds relate to the costs incurred by the charitable company in inducing third parties to
 - Expenditure on charitable activities includes the costs of running the preschool and it's associated
 - Other expenditure represents those items not falling into any other heading
- Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

j) Allocation of support costs

Resources expended are allocated to the particular activity where the cost relates directly to that activity. Where information about the aims, objectives and projects of the charity is provided to potential beneficiaries, Where such information about the aims, objectives and projects of the charity is also provided to potential

- Pre-school 68%
- Support costs 16%
- Governance costs 16%

k) Tangible fixed assets

Tangible fixed assets are capitalised where the purchase price exceeds £1,000. Depreciation costs are Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual

- Modular Building 20 years
- Computer equipment 3 years

l) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

m) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity

n) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event

2 Income from donations and legacies

	Unrestricted £	Restricted £	2018 Total £	2017 Total £
Donations	8,987	–	8,987	8,521
Grants	–	1,669	1,669	33,177
Fundraising events	5,783	–	5,783	9,905
	<u>14,770</u>	<u>1,669</u>	<u>16,439</u>	<u>51,603</u>

3 Income from charitable activities

	Unrestricted £	Restricted £	2018 Total £	2017 Total £
Pre-School Fees	74,029	–	74,029	64,330
Government contributions to fees	107,708	2,477	110,185	97,615
Contribution to school trips etc	650	–	650	2,013
Total income from charitable activities	<u>182,388</u>	<u>2,477</u>	<u>184,864</u>	<u>163,958</u>

4 Income from investments

	Unrestricted £	Restricted £	2018 Total £	2017 Total £
Bank Interest	19	–	19	11
	<u>19</u>	<u>–</u>	<u>19</u>	<u>11</u>

The Children's Workshop

Notes to the financial statements

For the year ended 5 April 2018

5 Analysis of expenditure

	Cost of raising funds £	Charitable expenditure: Pre-school £	Governance costs £	Support costs £	2018 Total £	2017 Total £
Staff costs (Note 6)	-	123,362	6,728	6,728	136,818	115,636
Equipment	-	2,409	-	-	2,409	5,544
Pre-school Supplies (incl snack)	-	2,942	-	-	2,942	3,770
School activities	-	1,613	-	-	1,613	1,456
Recruitment	-	-	-	-	-	114
Rent	-	-	-	-	-	3,500
Ground Rent	-	2,625	-	-	2,625	1,907
Utilities	-	2,435	-	-	2,435	1,195
Maintenance Costs	-	2,422	-	-	2,422	1,458
Cleaning costs	-	1,230	-	-	1,230	290
Other premises costs	-	1,934	-	-	1,934	684
Business Rates	-	486	-	-	486	389
Insurance	-	1,588	-	-	1,588	1,186
Professional costs	-	1,128	-	-	1,128	2,647
T-shirts and book bags	-	1,025	-	-	1,025	1,395
Training costs	-	1,058	-	-	1,058	864
Fundraising costs	1,221	-	-	-	1,221	750
Office supplies	-	2,011	-	-	2,011	3,067
Depreciation	-	10,354	-	-	10,354	5,177
Phone	-	627	-	-	627	567
Other administration costs	-	198	-	-	198	595
Bank charges	-	250	-	-	250	230
Loan financing – interest	-	3,967	-	-	3,967	2,505
Event costs	-	165	-	-	165	3,455
Other	-	-	-	-	-	-
	1,221	163,830	6,728	6,728	178,507	158,382
Support costs		6,728		(6,728)	-	-
Governance costs		6,728	(6,728)		-	-
Total expenditure 2018	1,221	177,286	-	-	178,507	158,382
Total expenditure 2017	750	157,632	-	-	158,382	

Of the total expenditure, £175,361 was unrestricted (2017: £154,927) and £3,146 was restricted (2017: £3,455).

Notes to the financial statements

For the year ended 5 April 2018

6 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

Staff costs were as follows:

	2018 £	2017 £
Salaries and wages	125,633	105,321
Redundancy and termination costs	–	–
Social security costs	9,903	10,315
Pension contributions	1,282	–
	136,818	115,636

No employee earned more than £60,000 during the year (2017: nil).

The charity trustees were not paid or received any other benefits for their duties as a trustee in the year (2017: £nil). Two trustees were employed by the charity during the year. Deborah Bell was paid under a contract of employment £26,100 as the preschool manager. Judy Pang was paid under a contract of employment £1,419.63 as the temporary preschool operations manager until 30/06/2017.

7 Staff numbers

The average number of employees (head count based on number of staff employed) during the year was as follows:

	2018 No.	2017 No.
Raising funds	–	–
Pre-school	11.4	12.0
Support	0.5	0.5
Governance	0.8	0.8
	12.7	13.3

8 Tangible fixed assets

The charity

	Pre-school building £	Fixtures and fittings £	Computer equipment £	Total £
Cost				
At the start of the year	203,217	–	1,179	204,397
Additions in year	–	–	–	–
At the end of the year	203,217	–	1,179	204,397
Depreciation				
At the start of the year	4,980	–	197	5,177
Charge for the year	9,961	–	393	10,354
At the end of the year	14,941	–	590	15,531
Net book value				
At the end of the year	188,276	–	590	188,866
At the start of the year	198,237	–	983	199,220

All of the above assets are used for charitable purposes

The Children's Workshop

Notes to the financial statements

For the year ended 5 April 2018

9 Debtors

	2018 £	2017 £
Trade debtors	-	-
Prepayments	-	-
Insurance 2017/2018	811	1,077
	<u>811</u>	<u>1,077</u>

10 Creditors: amounts falling due within one year

	2018 £	2017 £
Creditors (loans due within 1 year)	7,620	7,071
Accruals	4,500	5,130
Deferred income	-	-
	<u>12,120</u>	<u>12,201</u>

11 Deferred income

	2018 £	2017 £
Balance at the beginning of the year	-	-
Amount released to income in the year	-	-
Amount deferred in the year	-	-
	<u>-</u>	<u>-</u>
Balance at the end of the year	-	-

12 Creditors: amounts falling due after one year

	The charity 2018 £	2017 £
Bank loans	41,366	48,985
Amounts due under finance leases	-	-
	<u>41,366</u>	<u>48,985</u>

Bank loans totalling £48,985 (2017: £56,056) are secured against the preschool building.

The Children's Workshop

Notes to the financial statements

For the year ended 5 April 2018

13 Analysis of group net assets between funds

	General unrestricted £	Designated funds £	Restricted funds £	Total funds £
Tangible fixed assets	-	188,866	-	188,866
Net current assets	55,332	(7,620)	1,000	48,712
Long term liabilities	-	(41,366)	-	(41,366)
Net assets at the end of the year	55,332	139,880	1,000	196,212

14 Movements in funds

	At the start of the year £	Incoming resources & gains £	Outgoing resources & losses £	Transfers £	At the end of the year £
Restricted funds:					
Funding for specific pre-school	-	4,146	(3,146)	-	1,000
Total restricted funds	-	4,146	(3,146)	-	1,000
Unrestricted funds:					
<i>Designated funds:</i>					
New pre-school building	143,162	-	-	(3,282)	139,880
Total designated funds	143,162	-	-	(3,282)	139,880
General funds	30,235	197,176	(175,361)	3,282	55,332
Total unrestricted funds	173,397	197,176	(175,361)	-	195,212
Total funds	173,397	201,322	(178,507)	-	196,212

Purposes of restricted funds

Restricted funds have been received towards funding for specific pre-school activities.

Purposes of designated funds

New pre-school building

Funds raised over many years were designated by the Trustees to construct a new purpose-built pre-school building which is now completed.

The Children's Workshop

Notes to the financial statements

For the year ended 5 April 2018

15 Reconciliation of net income / (expenditure) to net cash flow from operating activities

	2018 £	2017 £
Net income / (expenditure) for the reporting period (as per the statement of financial activities)	22,815	57,191
Depreciation charges	10,354	5,177
(Increase)/decrease in debtors	267	(463)
Increase/(decrease) in creditors	(630)	5,130
Net cash provided by / (used in) operating activities	<u>32,806</u>	<u>67,034</u>

16 Analysis of cash and cash equivalents

	At 6 April 2017 £	Cash flows £	Other changes £	At 5 April 2018 £
Cash in hand	-	-	-	-
Cash at Bank	34,286	25,735	-	60,021
Overdraft facility repayable on demand	-	-	-	-
	<u>34,286</u>	<u>25,735</u>	<u>-</u>	<u>60,021</u>
Total cash and cash equivalents	34,286	25,735	-	60,021

17 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

2 2 JUL 2019



Company number:5055356

Charity Number: 1102887

The Children's Workshop

Report and financial statements
For the year ended 5th April 2017



The Children's Workshop

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The Children's Workshop Trustees' Annual Report

For the year ended 5th April 2017

Company number 5055356

Charity number 1102887

Registered office and operational address Environmental Park, Buckhurst Lane, Sevenoaks, TN13 1FE

Trustees Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Nicola Mackert (Chair)
Stuart Scott (Treasurer)
Jo Forder (Secretary)
Kath Southwell (Chair of Fundraising Committee)
Colette Beard
Debbie Bell
Sarah Hoffman
Melanie Lloyd-Nolan
Sally Mollison
Judy Pang
Gillian Tuxford
Phillip Walker
Jemma White

Key management personnel Nicola Mackert (Chair)
Stuart Scott (Treasurer)
Debbie Bell (Preschool Manager)
Jenny Pollard (Office Manager)
Judy Pang (Former Chair and Temporary Operations Manager)

The trustees present their report and the financial statements for the year ended 5th April 2017.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice – Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

The Children's Workshop's Purpose and Ethos

The purpose of The Children's Workshop is to enhance the development and education of children primarily under statutory school age. This is achieved by offering appropriate play, education, care facilities and training courses, together with the right of parents to take responsibility for, and to become involved in, the activities of The Children's Workshop. Thereby ensuring opportunities for all children whatever their background race, culture, religion, means or ability. The Ethos that guides our work is:

Our Ethos

At The Children's Workshop we work together, children, staff, parents, carers and the wider community to ensure our children learn and have FUN in a nurturing environment that allows them to EXPLORE the world they live in and build HAPPY FRIENDSHIPS and MEMORIES.

Children's Workshop is a place where children:

have a 'can do' attitude –

- We nurture our children's sense of self and encourage each individual to be confident in their own abilities
- We engage, motivate and challenge our children
- We encourage exploration, investigation and problem solving

develop a wonder of the world–

- We stimulate our children's interest in their community and the world we live in
- We love to learn outdoors; we have a special focus on forest school type activities
- We enthuse our children with a love of learning

grow to be their very best –

- We develop skills for life such as listening, respect, manners, teamwork and building friendships
- We foster children's resilience and confidence ensuring they are ready to go to school
- We encourage creativity and celebrate and listen to our children's ideas to guide us in planning fun, stimulating and exciting activities.

Aims for 2016–2017

Children's Learning and Development:

- ❖ To integrate Forest School activities into the practice with all age groups using the new outside area.
- ❖ From September 2016, to introduce Friday afternoon French classes.
- ❖ To introduce new audit tools to ensure continued improvement of practices and the environment we provide for the children.

The Move Project:

- ❖ To complete the move of the preschool to our new woodland home.
- ❖ To settle children and staff into the new setting.

Management of the Setting:

- ❖ To conduct an HR review and implement new staff contracts, code of conduct and staff handbook.
- ❖ To review all policies to reflect the new preschool setting.
- ❖ To review practices and implement new strategies to reflect the move from one room to two rooms split by age.

Partnership working:

- ❖ To improve partnership between the preschool, families and the wider community and develop a new website.

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remain focused on its stated purposes.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Achievements and performance

The charity's main activities and who it tries to help are described below. All its charitable activities focus on providing a quality preschool education for children aged 2–4 and are undertaken to further The Children's Workshop charitable purposes for the benefit of the public.

Children's Learning and Development:

Providing exciting, high quality and varied learning opportunities has always been key to The Children's Workshop approach. The move to our new purpose-built building has improved this for all the children. With the need to pack away everything at the end of each day removed, the rooms can be set up to optimise learning. This includes permanent display boards, reading areas, activity corners, mark making equipment always available and a dedicated room for Montessori style activities for the older children which supports sensory and manipulation skills. Rooms have been separated into age groups with the Buds Room (2–3 years) and Saplings Room (3–4 years) allowing age appropriate resources and activities in each room. In Buds, the younger children have settled quickly into their routines and the dedicated space has helped staff to focus more closely on age specific needs of the children, which are considerably different to those of the 3+. In the previous setting this was one of the points for improvement raised at the Kent Country Council (KCC) Early Years Inclusion team annual monitoring, so has been a priority to address in the new setting. The Bud's children are demonstrating a 'can do' attitude, learning healthy living skills and gaining the ability to follow the rules and routines which are necessary to move up to Saplings. In the Saplings room the children have focused on building their resilience, strong personalities, social skills and the self-help skills which are necessary to transition to school. They have been working on Phase 1 phonics and pre-writing skills and staff have been working with support from the Reception teachers at Lady Boswell's School to ensure school readiness.

The programme of daily 'Workshop' activities in the afternoon has grown from strength to strength. In Monday's cooking workshop, they have been learning how to make rice based dishes around Chinese New Year, mince pies at Christmas and summer snacks like Thai salads. In Tuesday's Sustainable Workshops children have learnt about recycling and reusing. The children have made musical instruments from tin cans, and have decorated the garden area with recycled materials. Wednesday's workshop is "sports skills". They have learnt many different ball skills and had coaching sessions from the Sevenoaks Rugby Club. The end of year sports day showcased all the new skills the children had learnt and the physical confidence they had gained. Thursday's workshop is a music workshop in which children sing songs and play musical instruments. For Friday's workshop we have

The Children's Workshop Trustees' Annual Report

For the year ended 5th April 2017

introduced a French Workshop in which the children have learnt to count in French, different vocabulary, songs and about French culture.

"The highlight of the cooking workshops for my son has been making exciting things to eat e.g. ice-cream and then eating them as a snack. As a parent, it has been wonderful that he has eaten things he may not have chosen to eat at home e.g. quiche". Parent.



Forest School activities remain a key way of learning for the children at the preschool. With our outside area, forest school activities have now been introduced across the setting for all children. The children have enjoyed the outdoor learning throughout the seasons, seeing how the environment changes though autumn, winter and spring. They have enjoyed roasting marshmallows on the fire, learning about hibernating

hedgehogs and making bird feeders. The garden brings wonderful opportunities for the children to learn more about nature and this spring we have had birds nesting in one of the bird boxes and bats have also moved into the bat boxes. The children are encouraged to take care of their outside space and have raked the leaves in autumn and spread the new woodchip in spring.

Staff have been introduced to new audit tools to assess the environment and ensure the continuous provision offered to the children is stimulating and varied. This work will be built upon in the coming year to ensure the use of these tools is embedded in practitioners practice.

"As parents, what we love about The Children's Workshop is the child-led approach that is encouraged. Our son turned up to preschool as a scientist as he had wanted to be dressed like his siblings who had science week at their school. On arrival he was welcomed and encouraged to talk about his outfit and the science theme was incorporated within the day. It demonstrated how the preschool is focused on the child ". Parent

The Move Project:

After many years and a lot of hard work by successive committees The Children's Workshop has now moved into its new home on the site of Lady Boswell's School. The project was at times challenging, with complex legal agreements required and delays in completion caused by building control issues. Nevertheless, through all parties focusing on the common goal of creating a new and exciting space for The Children's Workshop, compromise and agreement was found. The new modular building arrived on 1st August 2016.



Lowering the first piece of building off the lorry



The first piece in place



The final piece of the building lowered into place



The finished building

It was a truly remarkable achievement with parents, the Committee of Trustees, Kent County Council (KCC), Lady Boswell's School and the local community pulling together to ensure it happened. Legal and architect services were provided pro-bono by local firms and the contractor used, Oaks Development, often worked into the night to ensure

The Children's Workshop Trustees' Annual Report

For the year ended 5th April 2017

deadlines were met. Parent working parties and staff helped prepare the outside area and local companies including volunteers from AXA all played their part in creating the wonderful setting we now have. A grant from KCC for £22K was also crucial for cashflow and allowing the project to be completed.



Tyre structure being created by AXA volunteers



The garden today being enjoyed by the children

The new building gives us two classrooms each with child sized toilet facilities and hand basins, a kitchen area spanning the two classrooms, an office, a focus room, storage and adult toilets, one with disabled access. The classrooms are separated by folding doors which offer the opportunity for a big open space when necessary for concerts, training and meetings. From the rear doors, there is a balcony with steps down to a wonderful woodland area with an all-weather play surface on part of it, a reading circle made of tree stumps, a mud kitchen, a tyre climbing structure and a sandpit. Four bird and four bat boxes have been put up on the trees and a viewing area for the deer in Knole Park who sometimes come close to the fence. The children and staff settled quickly into the new building.

"Our new building has made such a difference to the independence of the children. Having the right size toilets and sinks is fantastic and such a world away from the facilities at the Rugby Club. The garden is wonderful and naturally sheltered by the trees allowing the children to play outside in many weathers" Parent.

"My daughter has been coming to the Children's Workshop for two years and loves it! The staff are always very friendly and happy to help and provide interesting and fun activities for the children. The new building is fantastic and the woodland garden is perfect for outdoor learning and play".

The Children's Workshop Trustees' Annual Report

For the year ended 5th April 2017



The outside area



Inside 'Buds' classroom

The new building was officially opened with a celebration attended by children and parents, past and present, and key contributors from the local community. Paid for through a grant from Celebration England, Mr Bloom, a popular TV character from CBEEBIES joined the celebration. Sir Michael Fallon, our local MP, also did a speech at the opening celebration and spoke about the importance of preschool education for working families in Sevenoaks. Sir Michael said *"I have been proud to support the Children's Workshop's move and I was delighted to attend today. The new building is a success story, demonstrating what can be achieved when local communities come together. It will provide a vital service that benefits both parents and children for many years to come."* The building was then formally opened by Mr Bloom, Debora Bell the Preschool Manager and Judy Pang, the Chair of the Committee of Trustees with the firing of a confetti cannon. Mr Bloom then entertained the crowd with a concert, introducing the children to his friends the Veggies.



Mr Bloom with children past and present from the Children's Workshop



Sir Michael Fallon with the Mayor of Sevenoaks Andrew Eyre

Management of the Setting:

There has been a focus this year on reviewing HR practices and becoming a more professional organisation. An HR review and staff consultation took place which identified the need for a standard contract for all practitioners and greater clarity on HR policies concerning entitlements and responsibilities. New contracts were developed for all staff and their wages recalculated into a yearly salary. A new Staff Handbook and Code of Conduct for staff and committee was developed in consultation with the staff and the Committee of Trustees. These were put into place in January 2017.

With the move to new premises came the need to review all policies to reflect the new preschool setting. New policies and procedures were also put in place concerning management and upkeep of the building and outside area. In addition, investment was made into a new software system from Parenta. This manages routine administration – applications, storing family information, managing sessions and invoicing, combined with an electronic journal system 'footsteps' which allows observations and child development to be recorded electronically. Each room has two tablets on which to take pictures and record information and this makes it quicker to identify where each child is in their own development pathway, and links observations directly to an online version of the EYFS curriculum. This new software has streamlined the administrative systems and has saved practitioners considerable time. It allows them to focus on spending quality time with the children and still input meaningful and detailed observations.

A new staffing structure was developed with the move from one large room in the Rugby Club to two rooms split by age. Two indoor and one outdoor room leaders were appointed from current staff and other staff were split between the two rooms. The Preschool Manager remained super-numerary, working between the rooms and the office in order to maintain an oversight. A temporary Operations Manager was employed through this transition time to manage the process and ensure staff and the Committee of Trustees did not become overloaded with the additional workload.

Partnership working:

The move project brought many new parents and people from the local community into closer relationships with The Children's Workshop as outlined in the move section. In addition, we had other visitors to the setting to enrich the children's learning and improve links. Father Matthew Robinson came to bless our new setting and talk about his job as a Vicar at St John's Church. Laura Wickham, a local author, came in to read her new book to

For the year ended 5th April 2017

the children and Nick Wilkinson, a coach from the Rugby Club came and ran a day's tag rugby session for the children.

The Committee of Trustees, which is drawn from the parent body remains strong and engaged with the preschool. This year there have been 11 parent members and two representatives from Lady Boswell's School have joined the committee following the move onto the edge of their site. The relationship with Lady Boswell's School has grown stronger through the move project and an excellent transition programme for the children leaving The Children's Workshop going to Lady Boswell's took place with all children getting to experience an assembly, a lunch time and an independent play session. Links with other schools to which children were transitioning were also made and the preschool Manager had meetings with the new teachers of these children to share information and any concerns. A teacher from another local school wrote to the Preschool Manager *"Things are going well, [the child] settled really well, wants to join in with all activities and is keen to learn. We couldn't ask for more, so thank you again for all your help in making that smooth transition happen"*.

The Committee of Trustees has done a fantastic job of fundraising this year. The main events were a successful comedy night and silent auction which raised £5,300 and a cake stall at the local Sevenoaks Festival which raised £1,074. Two parents also did sponsored events for the preschool and received match funding from their work raising in total £2,060.

Good links between parents and the preschool have been maintained this year. Parent consultation evenings have given parents opportunity talk directly with their child's key person and the preschool Manager, and two group sessions were held to which all parents were invited, in which talks about transition to school and the EYFS were given.

"The transition talk was really informative and gave me real reassurance before my child started school. The whole transition process was excellent, very well managed and thought out. My child was taken to extra sessions at 'big school' which provided her with a wonderful experience of school and on her first day she skipped happily into her new classroom. I am very thankful for all the care and nurturing of the preschool staff which made her strong, resilient and ready for school" Parent.

"Thank you for explaining physical development and learning so clearly [in the EYFS talk], it all makes sense now...I know not to worry too much about [pushing my child] writing and reading - all in good time!" Parent

The new Children's Workshop website has been under development this year. With the many changes and challenges of the year, progress has been slower than hoped, but it is

For the year ended 5th April 2017

now ready to be launched to coincide with the new preschool year in September. The new website will be more interactive with a Facebook feed showing what is happening daily in the preschool and links to other educational websites and resources for parents to share with their children at home.

Beneficiaries of our services

The key beneficiaries of our services are children aged 2–4 who are part of The Children's Workshop and their parents and carers. The children who attend the setting are from diverse backgrounds and inclusion is a foundation of the preschool's approach. Amongst the children in our care are children from challenging homes, children from families whose first language is not English and children with special educational needs. This year we have had 74 children on our register who attend different sessions over the week. With the new setting, we have increased the maximum number of children per session and can now have up to 36 children per session. Of these 74 children, 7 have English as an additional language and 4 are in receipt of extra funding support from the government for either social or educational reasons.

The children's progress is monitored throughout the year using the Kent Progress Tracker system and evidence from this shows that this year, all children have made average or above average progress. Children who display more specific needs are monitored using a personalised targeted plan and parents and the setting work closely together to support the child to progress. For example, in this year's cohort, the younger group of children demonstrated weaknesses in Physical Development, Health and Self Care so a topic on "all about me" was introduced and parents supported to potty train their children and encourage them to put their own shoes and coats on. The tracker has shown this year that children with Special Educational Needs (SEN) and English as an additional language are showing good progress. Children attending The Children's Workshop display confidence, an eagerness to learn through the activities on offer, happiness and confidence in communicating with others, children and adults alike. Feedback from parents from our parent survey is overwhelmingly positive and feedback is incorporated into future practices to ensure continuing improvement.

Financial review

For the year ending April 2017, The Children's Workshop made a surplus of £57,191 an increase of £22,656 on 2016.

Our income increased to £216K, an increase of £48K on 2016 driven by a number of specific areas. Fees increased significantly due to an increase in the amount of places from 30 to 36 per session and the addition of 36 places on a Friday afternoon from September 2016. The Children's Workshop has also benefited from a number of grants received in the year related to the move project, including a grant of £22K from KCC. Income from fundraising remained stable at £9K reflecting the continued hard work and successful events such as the Comedy Night.

The expenses rose by £26k driven by two main areas. The first is that staff costs have increased by £12.5k over last year, reflecting the increase in number of sessions and the need for additional staff. The second resulting from increased outgoings related to owning our own building including loan repayments, maintenance, utilities and new equipment.

The net asset balance is now £173,397 up from £116,206 in 2016 due to an increase in donations, grants and fees. With a combination of fantastic fundraising and a loan from the Charity Bank we have been able to invest £199K into fixed assets. The loan to the Charity Bank is repayable over 7 years. We have received £164K from fees and government contributions to fees and have spent £158K on delivering services which gives assurance that ongoing activities are able to repay the loan and continue as a going concern.

Principal risks and uncertainties

The purchase of a new building and move to a new site has increased the financial risks undertaken by The Children's Workshop. Principal risks and uncertainties have been identified as follows:

- Paying back the loan to the Charity Bank is contingent on filling spaces and adequate income.
- As the building and site is still new there may be unforeseen running costs that have not been budgeted.
- Charity reserves have been depleted by the move project and we no longer hold 3 months running costs.
- Staff turnover leading to reduced confidence and familiarity in the team from parents and potential parents.

- Introduction of new Government initiatives such as the 30 hours funding for working parents which does not give us enough money per child to maintain the current service.

Reserves policy and going concern

Our policy has previously been to have three months running costs which we keep as a general fund. However the Committee of Trustees decided to use some of this money to facilitate the move project. Currently we hold reserves to address redundancy costs plus some running costs. The aim is to rebuild this reserve fund through fundraising and operating income over the next financial year.

Plans for the future

Following a year in the new building, a revised staffing structure and full cohort of children in place, going forward the key aim for the year ahead is to devise and implement a 3–6 year strategy for the continued sustainability and growth of The Children's Workshop.

Children's Learning and Development:

- ❖ To introduce home visits as a practice to support transitions in to preschool.
- ❖ To introduce regular walks and activities into Knole Park to enhance childrens' understanding and sustainability of wildlife and surrounding nature
- ❖ To enhance our diversity and multicultural provision supporting children and families for whom English is an Additional Language, instilling good practices into everyday provision.

Management of the Setting:

- ❖ To explore opportunities to utilise the new building for out of preschool hours use.
- ❖ To review new setting structure and identify any further efficiencies and working practices to be adopted.
- ❖ To devise and implement a coaching and mentoring programme for the staff across the setting.
- ❖ To develop a clear and robust ICT strategy and identify opporutnities to make efficiencies e.g. website, Parenta, safeguarding
- ❖ To develop a marketing strategy for The Children's Workshop using the new website and other online channels for profile raising.

Partnership working:

- ❖ To improve partnership between the preschool, families and the wider community through a number of communication channels and events.

Structure, governance and management

The Children's Workshop is a charitable company limited by guarantee and governed by a committee principally comprised of parents of children at the Children's Workshop who are elected at the AGM. The committee meets at least four times a year as a full committee and in between as necessary as sub-committees (finance, personnel and fundraising). Named roles include the chair, secretary and treasurer. This year the committee has been joined by two members appointed by Lady Boswell's School. This has brought additional skills and a stronger link to the school. The preschool manager has also joined the committee.

These two changes in Committee composition were agreed under a new Articles of Association which has been agreed by the Charity Commission and was accepted by a vote of the preschool members at the AGM held in July 2016.

New Trustees must be DBS checked and then registered with Ofsted. There is then an induction programme which introduces the work of the Charity, its employees and volunteers; provides trustees with an understanding of the rules outlined in its governing document, its financial situation, how the preschool operates and everyone's role within the charity. Trustees must sign a code of conduct, confidentiality document and agree to a conflict of interest policy.

Public benefit

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'. That guidance addresses the need for all charities' aims to be, demonstrably, for the public benefit.

Trustees

The Trustees are also Directors for the purposes of company law. The Trustees who served during the year and up to the date of this report were as follows:

<u>Committee members who resigned during the financial period.</u>	<u>Date of resignation</u>
Lyndsey Billing	October 2016
Sarah Smyth	October 2016

The Children's Workshop Trustees' Annual Report

For the year ended 5th April 2017

<u>Current committee members</u>	<u>Date of appointment, election or re-election</u>
Judy Pang (Chair June 2015 – Jan 2017)	January 2014
Nicola Mackert (Chair Jan 2017 ongoing)	October 2016
Stuart Scott (Treasurer)	December 2013
Joanne Forder (Secretary)	June 2014
Kathryn Southwell	June 2012
Sally Mollison	June 2015
Colette Beard	June 2015
Melanie Lloyd-Nolan	June 2015
Gillian Tuxford	October 2016
Deborah Bell	October 2016
Sarah Hoffman	October 2016
Jemma White	October 2016
Phillip Walker	January 2017

The organisation is a charitable company limited by guarantee, incorporated on 25th February 2004 and registered as a charity on 26th March 2004. The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association.

Trustees give their time voluntarily and receive no benefits from the charity for their work as trustees. Deborah Bell and Judy Pang have both been employed by the preschool in this period for operational work.

Volunteers

Our volunteers contribute in many important ways to The Children's Workshop's success and achievements. Volunteers include our Trustees and a variety of students on placement at the Children's Workshop.

Statement of responsibilities of the trustees

The trustees (who are also directors of The Children's Workshop for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure,

The Children's Workshop Trustees' Annual Report

For the year ended 5th April 2017

of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

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

In so far as the trustees are aware:

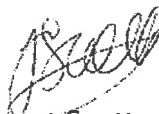
- There is no relevant financial information of which the charitable company's independent examiner is unaware
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant financial information and to establish that the independent examiner is aware of that information

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions. Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 5th April 2017 was 78 (2016: 59). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

The trustees' annual report has been approved by the trustees on 29th June 2017 and signed on their behalf by



Nicola Mackert
Chair



Stuart Scott
Treasurer

**Independent Examiner's Report to the
Trustees of The Children's Workshop
Financial Year Ended 5 April 2017**

I report on the accounts of the Registered Charity, number 1102887 and Company Limited by Guarantee, company number 5055356, for the period from 6 April 2016 to 5 April 2017, which are set out on the following pages.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items disclosed in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view of the accounts.

Independent Examiner's Statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 41 of the Charities Act 1993 (the Act); and
 - to prepare accounts which accord with the accounting records and to comply with accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Name

MR G E BENSTED FCCA

Address

19 MEADOWLANDS, SEAC, SEVENOAKS KENT TN15 0JH

Date

26 JUNE 2017

Consolidated statement of financial activities (incorporating an income and expenditure account)

For the year ended 5 April 2017

	Note	Unrestricted £	Restricted £	2017 Total £	Unrestricted £	Restricted £	2016 Total £
Income from:							
Donations and legacies	2	18,427	33,177	51,603	24,838	8,350	33,188
Charitable activities	3	163,958	-	163,958	133,765	-	133,765
Investment income	4	11	-	11	31	-	31
Total income		182,396	33,177	215,573	158,634	8,350	166,984
Expenditure on:							
Raising funds	5	750	-	750	2,578	-	2,578
Charitable activities							
Pre-school	5	154,177	3,455	157,632	129,901	-	129,901
Other		-	-	-	-	-	-
Total expenditure		154,927	3,455	158,382	132,479	-	132,479
Net income / (expenditure) before net gains / (losses) on investments		27,469	29,722	57,191	26,155	8,350	34,505
Net gains / (losses) on investments		-	-	-	-	-	-
Net income / (expenditure) for the year	15	27,469	29,722	57,191	26,155	8,350	34,505
Transfers between funds		-	-	-	-	-	-
Net income / (expenditure) before other recognised gains and losses		27,469	29,722	57,191	26,155	8,350	34,505
Gains / (losses) on revaluation of fixed assets		-	-	-	-	-	-
Actuarial gains / (losses) on defined benefit pension schemes		-	-	-	-	-	-
Other gains / (losses)		-	-	-	-	-	-
Net movement in funds		27,469	29,722	57,191	26,155	8,350	34,505
Reconciliation of funds:							
Total funds brought forward		99,772	16,434	116,206	73,617	8,084	81,701
Total funds carried forward		127,241	46,156	173,397	99,772	16,434	116,206

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 14 to the financial statements.

Balance sheets

Company no. 5055356

As at 5 April 2017

	Note	The charity 2017 £	2016 £
Fixed assets:			
Tangible assets	8	199,220	51,530
		<u>199,220</u>	<u>51,530</u>
Current assets:			
Debtors	9	1,077	614
Balance at Bank		34,286	64,017
Cash in hand		-	45
		<u>35,363</u>	<u>64,676</u>
Liabilities:			
Creditors: amounts falling due within one year	10	12,201	-
		<u>12,201</u>	<u>-</u>
Net current assets / (liabilities)		<u>23,162</u>	<u>64,676</u>
Total assets less current liabilities		<u>222,382</u>	<u>116,206</u>
Creditors: amounts falling due after one year	12	48,985	-
		<u>48,985</u>	<u>-</u>
Total net assets / (liabilities)		<u>173,397</u>	<u>116,206</u>
Funds:	14		
Restricted income funds			16,434
Unrestricted income funds:			
Designated funds		143,162	66,652
General funds		30,234	33,120
Non-charitable trading funds		-	-
		<u>173,396</u>	<u>99,772</u>
Total unrestricted funds		<u>173,396</u>	<u>99,772</u>
Total funds		<u>173,397</u>	<u>116,206</u>

For the year ending 5 April 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

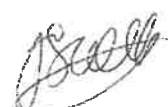
The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 29th July 2017 and signed on their behalf by



Nicky Mackert
Chair



Stuart Scott
Treasurer

Statement of cash flows

For the year ended 5 April 2017

	Note	2017 £	£	2016 £	£
Cash flows from operating activities					
Net cash provided by/ (used in) operating activities	15		67,034		30,337
Cash flows from investing activities:					
Purchase of fixed assets		(152,867)		(51,530)	
Net cash provided by / (used in) Investing activities			(152,867)		(51,530)
Cash flows from financing activities:					
Repayments of borrowing		(3,934)		-	
Cash inflows from new borrowing		59,990		-	
Net cash provided by / (used in) financing activities			56,056		-
Change in cash and cash equivalents in the year			(29,776)		(21,193)
Cash and cash equivalents at the beginning of the year			64,062		85,255
Cash and cash equivalents at the end of the year			34,286		64,062

1 Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

b) Reconciliation with previously Generally Accepted Accounting Practice (GAAP)

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was required. The transition date was 6th April 2014. No restatement of comparative items was required.

c) Public benefit entity

The charitable company meets the definition of a public benefit entity under FRS 102.

d) Going concern

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

e) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

f) Donations of gifts, services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Notes to the financial statements

For the year ended 5 April 2017

1 Accounting policies (continued)

g) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

h) Fund accounting

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

i) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- Costs of raising funds relate to the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose
- Expenditure on charitable activities includes the costs of running the preschool and its associated support costs
- Other expenditure represents those items not falling into any other heading

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

j) Allocation of support costs

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity.

• Pre-school	68%
• Support costs	16%
• Governance costs	16%

k) Tangible fixed assets

Tangible fixed assets are capitalised where the purchase price exceeds £1,000. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use. The Tangible Fixed Asset on the Balance Sheet represents the new preschool building and computer equipment

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life, once the fixed asset has been brought into use. The depreciation rates applied are as follows:

• Modular Building	20 years
• Computer equipment	3 years

l) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

m) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account. Cash balances exclude any funds held on behalf of service users.

Notes to the financial statements

For the year ended 5 April 2017

1 Accounting policies (continued)

n) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2 Income from donations and legacies

	Unrestricted £	Restricted £	2017 Total £	2016 Total £
Donations	8,521	–	8,521	13,299
Grants		33,177	33,177	10,317
Fundraising events	9,905	–	9,905	9,572
	<u>18,427</u>	<u>33,177</u>	<u>51,603</u>	<u>33,188</u>

3 Income from charitable activities

	Unrestricted £	Restricted £	2017 Total £	2016 Total £
Pre-School Fees	64,330	–	64,330	48,093
Government contributions to fees	97,615	–	97,615	85,323
Contribution to school trips etc	2,013	–	2,013	349
Total income from charitable activities	<u>163,958</u>	<u>–</u>	<u>163,958</u>	<u>133,765</u>

4 Income from investments

	Unrestricted £	Restricted £	2017 Total £	2016 Total £
Bank Interest	11	–	11	31
	<u>11</u>	<u>–</u>	<u>11</u>	<u>31</u>

5 Analysis of expenditure

	Cost of raising funds £	Charitable expenditure: Pre-school £	Governance costs £	Support costs £	2017 Total £	2016 Total £
Staff costs (Note 6)		104,316	5,660	5,660	115,636	103,083
Equipment		5,544			5,544	672
Pre-school Supplies (incl snack)		3,770			3,770	5,536
School activities		1,456			1,456	1,728
Recruitment		114			114	-
Rent		3,500			3,500	14,180
Ground Rent		1,907			1,907	-
Utilities		1,195			1,195	-
Maintenance Costs		1,458			1,458	-
Cleaning costs		290			290	-
Other premises costs		684			684	-
Business Rates		389			389	-
Insurance		1,186			1,186	597
Professional costs		2,548	99		2,647	2,173
T-shirts and book bags		1,395			1,395	-
Training costs		864			864	1,195
Fundraising costs	750	-			750	2,578
Office supplies		3,067			3,067	256
Depreciation		5,177			5,177	-
Phone		567			567	50
Other administration costs		595			595	-
Bank charges		230			230	224
Loan financing – interest		2,505			2,505	-
Event costs		3,455			3,455	-
Other		-			-	207
	750	146,213	5,759	5,660	158,382	132,479
Support costs		5,660		(5,660)	-	-
Governance costs		5,759	(5,759)		-	-
Total expenditure 2017	750	157,632	-	-	158,382	132,479
Total expenditure 2016	2,578	129,901	-	-	132,479	

Of the total expenditure, £154927 was unrestricted (2016: £132,479) and £3455 was restricted (2016: £0).

6 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

Staff costs were as follows:

	2017 £	2016 £
Salaries and wages	105,321	95,500
Social security costs	10,315	7,583
Pension contributions	–	–
	115,636	103,083

No employee earned more than £60,000 during the year (2016: nil).

The charity trustees were not paid or received any other benefits for their duties as a trustee in the year (2016: £nil). Two trustees were employed by the charity during the year. Deborah Bell was paid under a contract of employment £25,377.47 as the preschool manager. Judy Pang was paid under a contract of employment £1971.36 as the temporary preschool operations manager.

7 Staff numbers

The average number of employees (head count based on number of staff employed) during the year was as follows:

	2017 No.	2016 No.
Raising funds	–	–
Pre-school	12.0	9.0
Support	0.5	0.5
Governance	0.8	0.5
	13.3	10.0

8 Tangible fixed assets

The charity

	Pre-school building £	Fixtures and fittings £	Computer equipment £	Total £
Cost				
At the start of the year	51,530	–	–	51,530
Additions in year	151,687	–	1,179	152,867
At the end of the year	203,217	–	1,179	204,397
Depreciation				
At the start of the year	–	–	–	–
Charge for the year	4,980	–	197	5,177
At the end of the year	4,980	–	197	5,177
Net book value				
At the end of the year	198,237	–	983	199,220
At the start of the year	51,530	–	–	51,530

All of the above assets are used for charitable purposes

9 Debtors

	2017 £	2016 £
Trade debtors	-	-
Prepayments	-	-
Insurance 2017/2018	1,077	614
	1,077	614

10 Creditors: amounts falling due within one year

	2017 £	2016 £
Creditors (loans due within 1 year)	7,071	-
Accruals	5,130	-
Deferred income	-	-
	12,201	-

11 Deferred income

	2017 £	2016 £
Balance at the beginning of the year	-	204
Amount released to income in the year	-	(204)
Amount deferred in the year	-	-
Balance at the end of the year	-	-

12 Creditors: amounts falling due after one year

	The charity 2017 £	2016 £
Bank loans	48,985	-
Amounts due under finance leases	-	-
	48,985	-

Bank loans totalling £56,056 (2016: £0) are secured against the preschool building.

13 Analysis of group net assets between funds

	General unrestricted £	Designated funds £	Restricted funds £	Total funds £
Tangible fixed assets	–	199,220		199,220
Net current assets	30,234	(7,071)		23,164
Long term liabilities	–	(48,985)	–	(48,985)
Net assets at the end of the year	30,234	143,164		173,398

14 Movements in funds

	At the start of the year £	Incoming resources & gains £	Outgoing resources & losses £	Transfers £	At the end of the year £
Restricted funds:					
New pre-school building	16,434	29,722	–	(46,155)	
Total restricted funds	16,434	29,722	–	(46,155)	
Unrestricted funds:					
<i>Designated funds:</i>					
New pre-school building	66,652			76,510	143,162
Total designated funds	66,652	–	–	76,510	143,162
General funds	33,120	185,851	(158,382)	(30,355)	30,234
Total unrestricted funds	99,772	185,851	(158,382)	46,155	173,396
Total funds	116,206	215,573	(158,382)	–	173,397

Purposes of restricted funds

New pre-school building

Restricted funds have been received towards the costs of moving to a new purpose-built pre-school building.

Purposes of designated funds

New pre-school building

Funds raised over many years were designated by the Trustees to construct a new purpose-built pre-school building which is now completed.

Notes to the financial statements

For the year ended 5 April 2017

15 Reconciliation of net income / (expenditure) to net cash flow from operating activities

	2017 £	2016 £
Net income / (expenditure) for the reporting period (as per the statement of financial activities)	57,191	34,505
Depreciation charges	5,177	-
(Increase)/decrease in debtors	(463)	(17)
Increase/(decrease) in creditors	5,130	(4,151)
Net cash provided by / (used in) operating activities	<u>67,034</u>	<u>30,337</u>

16 Analysis of cash and cash equivalents

	At 6 April 2016 £	Cash flows £	Other changes £	At 5 April 2017 £
Cash in hand	45	(45)	-	-
Cash at Bank	64,017	(29,731)	-	34,286
Overdraft facility repayable on demand	-	-	-	-
Total cash and cash equivalents	<u>64,062</u>	<u>(29,776)</u>	<u>-</u>	<u>34,286</u>

17 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

West Kent Communities: Report from Peggy Nicolson, Head of Communities

Our delivery of the KCC contract divides Sevenoaks District into 6 areas and Sevenoaks Town was part of area 1 which includes the following towns/parishes:

Sevenoaks Town
Seal
Riverhead
Kemsing
Dunton Green

In 2019 we have delivered services under the contract in the following areas

Dunton Green
Riverhead
Kemsing
Knole Academy in Sevenoaks Town

We have also contacted the following schools in area 1 Trinity, Amherst, St Thomas', Sevenoaks, St Johns, Lady Boswells, St Lawrence, Seal to offer future provision.

Part of the commitment under the contract is for us to provide accredited training for young people across the district, so we would like to work with Sevenoaks Town Council and the Youth Services Committee to provide a training course that the young people in area 1 would be interested in. If the council is in agreement, we would like to joint host this in House in the Basement; we would cover the costs of a course up to the value of £1000 and provide 2 staff members for the training and would ask if one of your staff could support us on the day. We can produce leaflets and advertise this in our social media but would also want House in the Basement to work with the young people in getting those interested to sign up.

It is important that the course provided is chosen by the young people so we would like feedback from the Youth Services Committee as the best way we can obtain this from the young people of Sevenoaks Town.

At West Kent we have had many staff changes in the past year and are struggling to recruit quality youth workers. Therefore, we are carrying out a review of our Youth Services and are working with KCC on how we can complete this efficiently and effectively whilst minimising impact to our delivery in the District.

At present your contacts will be myself and Charlotte Ede but as we make changes and recruit new staff we will keep you informed of new contacts that will be relevant going forward.