

GRANT AID HISTORY SCHEDULE 2015/2016

Balance as at 05.08.2015

Budget	2015/2016	
	2015/2016 budget	Available as @ 05.08.2015
Budget 2014/2015 Local Organisations F & GP & Youth Support Services	£16,275*	£15,800
Twinning Support	£1,000	£1,000
Grant Subsidies Chamber	£1,000	580
Sevenoaks Summer Festival	£5,000	£0
Grant Subsidies Sevenoaks Community Centre	£1,000	£1,000
Annual Donation to Sevenoaks Conservation Council	£153	£0
Youth Outreach	£15,000	£14,495

- Excludes £900 Indoor Cricket Club awarded in 2014/2015 which has not yet been paid and is included within accruals on the balance sheet

Finance and General Purposes Committee – 7th September 2015

Agenda Item 6 (b)

Grant Aid Requests 2015/2016

To receive and consider five applications for Grant Aid 2015/2016

Grant Request 2014/2015

To receive and consider five Applications for Grant Aid for 2015/2016 (copies attached).

Grant Ref No	Organisation	Application Sum Requested
6	Sevenoaks Three Arts Festival Two grant applications: • Grant for annual festival • Young musician of the Year - Piano	£600 £500
11	Sevenoaks Christian Counselling Service	£2000
17	West Kent Mediation	£750
34	The Sevenoaks Society	£500
42	Bradbourne Resident's Association	£250
TOTAL requested from the Town Council		£4,600

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GRANT APPLICATION REQUESTS 2015/16

Grant No (Nos historically allocated)	Organisation	Sum Applied For September 2015 £	Statutory Provision under LGA 1972 General Power of Competence (GPC)	History of STC Grants		No. of beneficiaries	No. of Sevenoaks Residents	Purpose of Grant
				Finance Year	Amount £			
6	Sevenoaks Three Arts Festival (young musician of the year) - (Piano)	£500.00 £500.00 £600.00	GPC	Sept 2015	tbc	1000	80-90%	Prize known as Sevenoaks Town Council Prize
				Sept 2014	500	1000	80-90%	
				2014 Feb (2013)	600	1700	80-90%	
				2013 (Sept)	[for 16.3.2014]	1000+	80-90%	
				2013 (piano)		1700	85-90%	
				2012 (Sept)		1000+	85-90%	
				2012		1700		
				2011 (Sept)	500			
				2011	600			
				2010 (Sept)	500			
11	Sevenoaks Christian Counselling Service	2,000 1,900 1,900 2000	GPC	Sept 2015	Tbc	287	64	To supplement bursary fund for those who can't pay full amount. No one is turned away due to lack of funds.
				Sept 2014	1,900			
				2013 (April)	2000 1,800			
				2012	1800			
				2010	1600			
				2009	1000			
				2008	800			
				2007	500			
				2006	400			
				2005				
17	West Kent Mediation	£750 £1,200.00	GPC	Sept 2015	Tbc	80-90%		Free professional impartial community mediation service for all STC residents. - travel costs, hall hire and publicity material.
				2014 Feb	1200 300	10-15%	19	
				2013 (April)	1,200 550	130	19	
				2011 (Sept)	900-750			

GRANT APPLICATION REQUESTS 2015/2016

Grant No (Nos historically allocated]	Organisation	Sum Applied For September 2015 £	Statutory Provision under LGA 1972 General Power of Competence (GPC)	History of STC Grants	No. of beneficiaries	No. of Sevenoaks Residents	Purpose of Grant	Grant No (Nos historically allocated]
34	The Sevenoaks Society	£500 £500 £500.00	GPC	£500 2015 Feb 2013(Sept)	tbc 500 500	750 800	250 700	Refreshments and stationery costs as half way through Local List
42	Bradbourne Resident's Association NEW FIRST APPLICATION	£250	GPC	£250	tbc	370-500	370-500	Restoration of Bradbourne Lakes. Purchase and Planting of trees



Grant NO
6

Missed February
2015 → Sept
Committee

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 1 – YOUR ORGANISATION

NAME OF ORGANISATION

Sevenoaks Three Arts Festival

NAME OF CONTACT

Mrs Margaret Holgate, Festival Secretary

ADDRESS OF CONTACT

36 Bayham Road

Sevenoaks

POSTCODE **TN13 3XE**

TELEPHONE NO: DAYTIME

01732 454448

EVENING

EMAIL ADDRESS

candmholgate@btopenworld.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

An annual competitive Festival involving Speech, Drama, Choirs, Solo/Duet Singing, Piano, Strings, Woodwind, Accordion, Ensembles and Orchestras.

IF YES, PLEASE GIVE DETAILS

Underwriting from Sevenoaks District Arts Council (not taken up for the past 2-3 years)

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

This is the Festival's 65th year in Sevenoaks and it is a prestige event of huge benefit to the town. Over this period many previous competitors have gone on to a career in music or drama, and many come back and enter their own pupils or children in the Festival. We also organise the Sevenoaks Young Musician of the Year Competition as a separate event which has grown in popularity and prestige over its 17 years.

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£7,065

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT

8 months

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

N/A

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

2014	£600	)	
2013	£600	)	
2012	£600	)	
2011	£600	)	
2010	£600	)	Revenue expenditure
2009	£600	)	(piano/venue hire)
2008	£600	)	
2007	£600	)	
2006	£600	)	
2005	£500	)	

PLEASE GIVE NUMBERS IN
YOUR ORGANISATION WHO
ARE

A) PAID	None
B) VOLUNTEERS	20
C) SIZE OF MEMBERSHIP/BENEFICIARIES	Up to 1,700 competitors

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

Approx. 80-90%

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 600.00

FINANCIAL PERIOD (**NB** Our Tax year runs 6 April to 5th April the following year) YOUR GRANT RELATES TO:

Current Tax Year **Yes** Next Tax year

PLEASE DESCRIBE YOUR PROJECT

A performing arts Festival involving up to 1,700 competitors aged 4 – 90+. Most are school age children who benefit from performing experience, watching and listening to others and receiving advice/constructive criticism from experienced adjudicators, with opportunity to win cups/awards in their particular disciplines. The Festival has always generated a huge amount of enthusiasm among competitors, their parents and teachers. It is known in the south east of England as being one of the friendliest Festivals and is also popular with adjudicators.

PLEASE EXPLAIN FOR WHAT YOU WILL BE USING THE GRANT

Hire of pianos and performance space for competitive classes and Prizewinners' Concert.

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES

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 13 February 2015

NAME AND POSITION IN ORGANISATION:
MARGARET HOLGATE, FESTIVAL SECRETARY

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

Payable to Sevenoaks Three Arts Festival
Sent to 36 Bayham Road, Sevenoaks, Kent TN13 3XE

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:

- **1st 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.

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2014

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT

Legal and Administrative

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

Trustees

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

The trustees during the year ended 31 August 2014 were

Mrs F Pragnell	Chairman
Mr E Oatley	Vice Chairman
Mrs M Holgate	Secretary
Mrs S Day	Treasurer
Mrs I Platt	Awards Secretary
Mrs A Coombes	
Mr T Daniell	
Mr I McLauchlan	
Mrs B Ross	
Miss M Roszak	

The trustees hold at least three ordinary meetings a year.

Public Benefit

The object of the festival is to encourage the Arts of Music, Speech and Drama by the organisation of a competitive festival and the Sevenoaks Young Musician of the Year competition (YM). During the year £10,724(2013 £9,868) was expended on these objects. The trustees uphold and comply with the principles in The Good Governance Code for voluntary and community organisations.

REVIEW OF THE YEAR

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

FUNDS AND RESERVES POLICY

The Unrestricted Fund represents accumulated surpluses.

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

On behalf of the Trustees

Susan M Day C.A.(NZICA)

*****2014

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2014

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the financial statements of the Trust for the year ended 31st August 2014 which are set out on pages 3 to 5.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's Statement

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

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

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

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

Date :

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST AUGUST 2014

	<u>Unrestricted Funds</u>		<u>TOTAL FUNDS</u>	
	<u>YM</u>	<u>festival</u>	<u>2014</u>	<u>2013</u>
Note	£	£	£	£
INCOMING RESOURCES				
Competitors entry fees	780	4201	4981	5607
Admissions & Programmes	320	2614	2934	3048
Sponsorship & Adverts	140	236	376	434
Grants	1666	600	2266	2050
Interest Income	-	9	9	9
Friends Membership	-	98	98	101
TOTAL INCOMING RESOURCES	2,906	7,758	10,664	11,249
RESOURCES USED				
Adjudicators' fees	590	2833	3423	3441
Print, Post & Website	210	1234	1444	1229
Venue hire	1181	1539	2720	2481
Piano hire	516	382	898	672
Prizes	850	-	850	850
Sundries	59	26	85	85
Honorarium	-	500	500	500
Subscriptions	-	517	517	364
Insurance	-	252	252	211
Depreciation	2	35	35	35
TOTAL RESOURCES USED	3,406	7,318	10,724	9,868
NET (OUTGOING) / INCOMING RESOURCES	(500)	440	(60)	1,381
 BALANCE BROUGHT FORWARD				
1ST SEPTEMBER 2013			<u>7,065</u>	<u>5,684</u>
 BALANCE CARRIED FORWARD				
AT 31ST AUGUST 2014			<u>7,005</u>	<u>7,065</u>

The notes on page 5 form part of these financial statements

SEVENOAKS THREE ARTS FESTIVAL

BALANCE SHEET AS AT 31ST AUGUST 2014

		<u>2014</u>	<u>2013</u>
	Note	£	£
FIXED ASSETS			
Tangible Fixed Assets	2	141	176
CURRENT ASSETS			
Debtors	3	170	287
Short term deposits		<u>6,874</u>	<u>6,602</u>
Total current assets		7,044	6,889
CURRENT LIABILITIES			
Deferred Income -		180	-
Grant 2015 Young Musician			
TOTAL ASSETS		<u>£7,005</u>	<u>£7,065</u>

ACCUMULATED FUNDS

UNRESTRICTED			
Balance at 1st September 2013		7,065	5,684
(Deficit)/Surplus in year		<u>(60)</u>	<u>1,381</u>
Balance at 31st August 2014		7,005	7,065
		<u>£7,005</u>	<u>£7,065</u>

_____) Trustees
 _____)
 _____)

Approved

on _____

The notes on pages 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2014

1 ACCOUNTING POLICIES

a. Basis of accounting

The financial statements have been prepared on the historical cost basis, the Financial Standard for Smaller Entities (effective April 2008) and the Charities Act 2011.

b. Funds

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

c. Incoming resources

i income from investments

Interest is accounted for when due.

d. Grants and Donations

Grants and donations are accounted for when received or paid.

e. Tangible Fixed assets

Equipment used by the charity is depreciated on a straight-line basis Over 10 years

f. Current assets

Short term deposits represent cash held on deposit with the Charities Aid Foundation.

2 TANGIBLE FIXED ASSETS

	<u>EQUIPMENT</u>
COST	£
At 1st September 2013	351
At 31st August 2014	<u>351</u>
DEPRECIATION	
At 1st September 2013	175
Charge in year	<u>35</u>
At 31st August 2014	<u>210</u>
NET BOOK VALUE	
At 31st August 2014	141
At 31st August 2013	176

3 DEBTORS

	<u>2014</u>	<u>2013</u>
	£	£
Debtor - Advertising	-	-
Prepayments	<u>170</u>	<u>287</u>
	<u>170</u>	<u>287</u>



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 [21.03.2016] 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

SEVENOAKS THREE ARTS FESTIVAL, APPLYING FOR GRANT
FOR THE SEVENOAKS YOUNG MUSICIAN OF THE YEAR COMPETITION 2016

NAME OF CONTACT

MRS MARGARET HOLGATE, FESTIVAL SECRETARY

ADDRESS OF CONTACT

36 BAYHAM ROAD

SEVENOAKS, KENT

POSTCODE TN13 3XE

TELEPHONE NO: DAYTIME

01732 454448

EVENING

DITTO

EMAIL ADDRESS

candmholgate@
btopenworld.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

SEVENOAKS THREE ARTS FESTIVAL IS A COMPETITIVE PERFORMING ARTS FESTIVAL HELD ANNUALLY SINCE 1951 INVOLVING UPWARDS OF 1,000 PARTICIPANTS, MAINLY SCHOOL AGE AND MOSTLY FROM SEVENOAKS + DISTRICT. THE FESTIVAL INAUGURATED THE YOUNG MUSICIAN OF THE YEAR COMPETITION IN 1995 IN ORDER TO ACCOMMODATE YOUNG MUSICIANS OF AN EXTREMELY HIGH STANDARD + TO GIVE SEVENOAKS ITS OWN PRESTIGE MUSIC COMPETITION.

PLEASE GIVE NUMBERS IN
YOUR ORGANISATION WHO
ARE

A) PAID	NONE
B) VOLUNTEERS	20+
C) SIZE OF MEMBERSHIP/BENEFICIARIES	OVER 1,000

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

APPROX. 80-90%

PART 2 - GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£500.00

PLEASE DESCRIBE YOUR PROJECT

THE SEVENOAKS YOUNG MUSICIAN OF THE YEAR COMPETITION, NOW IN ITS 22ND YEAR, IS A DEVELOPMENT OF THE SEV. THREE ARTS FESTIVAL. IT HAS BECOME A NATIONALLY RECOGNISED EVENT, BRINGING CONSIDERABLE PRESTIGE TO SEVENOAKS. COMPETITORS FROM ALL OVER THE UK (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, AS PREVIOUSLY AWARDED, WILL BE USED AS THE FIRST PRIZE (KNOWN AS "THE SEVENOAKS TOWN COUNCIL PRIZE") GIVING CONSIDERABLE CREDIT TO SEVENOAKS TOWN COUNCIL, PUBLICISED ON THE COMPETITION ENTRY FORMS, IN THE COMPETITION PROGRAMME AND ON ANY PUBLICITY MATERIAL.

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES ~~NO~~

IF YES, PLEASE GIVE DETAILS

UNDERWRITING FROM SEVENOAKS DISTRICT
ARTS COUNCIL + MINOR SPONSORSHIP FROM ONE
OR TWO LOCAL BUSINESSES.

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

THE FESTIVAL IS A NON-PROFITABLE ORGANISATION +
STRUGGLES FINANCIALLY TO MOUNT THESE TWO COMPETITIONS
WHICH ARE OF SUCH VALUE TO THE CULTURAL LIFE OF
OUR TOWN. BOTH HAVE PROVIDED A STEPPING-STONE FOR
TALENTED YOUNG PERFORMERS, FROM SEVENOAKS AND
ELSEWHERE, WHOSE PROFESSIONAL CAREERS HAVE BEEN
MUCH ASSISTED BY THEIR PARTICIPATION.

PART 3 - TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£7,005

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT

NINE

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.

2014	£500
2013	"
2012	"
2011	"
2010	"
2009	"
2008	"
2007	"

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/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

SIGNATURE *Margaret Holgate* DATE *20.07.15*

NAME AND POSITION IN ORGANISATION: *MARGARET HOLGATE*
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 SENT 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:

- **1st 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

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

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THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2014

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT

Legal and Administrative

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

Trustees

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

The trustees during the year ended 31 August 2014 were

Mrs F Pragnell	Chairman
Mr E Oatley	Vice Chairman
Mrs M Holgate	Secretary
Mrs S Day	Treasurer
Mrs I Platt	Awards Secretary
Mrs A Coombes	
Mr T Daniell	
Mr I McLauchlan	
Mrs B Ross	
Miss M Roszak	

The trustees hold at least three ordinary meetings a year.

Public Benefit

The object of the festival is to encourage the Arts of Music, Speech and Drama by the organisation of a competitive festival and the Sevenoaks Young Musician of the Year competition (YM). During the year £10,724(2013 £9,868) was expended on these objects. The trustees uphold and comply with the principles in The Good Governance Code for voluntary and community organisations.

REVIEW OF THE YEAR

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

FUNDS AND RESERVES POLICY

The Unrestricted Fund represents accumulated surpluses.

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

On behalf of the Trustees

Susan M Day C.A. (NZICA)

XXXXXXXXXXXX 21.11.2014

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2014

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the financial statements of the Trust for the year ended 31st August 2014 which are set out on pages 3 to 5.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's Statement

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

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

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

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

Date :

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST AUGUST 2014

	<u>Unrestricted Funds</u>		<u>TOTAL FUNDS</u>	
	<u>YM</u>	<u>festival</u>	<u>2014</u>	<u>2013</u>
Note	£	£	£	£
INCOMING RESOURCES				
Competitors entry fees	780	4201	4981	5607
Admissions & Programmes	320	2614	2934	3048
Sponsorship & Adverts	140	236	376	434
Grants	1666	600	2266	2050
Interest Income	-	9	9	9
Friends Membership	-	98	98	101
TOTAL INCOMING RESOURCES	2,906	7,758	10,664	11,249
RESOURCES USED				
Adjudicators' fees	590	2833	3423	3441
Print, Post & Website	210	1234	1444	1229
Venue hire	1181	1539	2720	2481
Piano hire	516	382	898	672
Prizes	850	-	850	850
Sundries	59	26	85	85
Honorarium	-	500	500	500
Subscriptions	-	517	517	364
Insurance	-	252	252	211
Depreciation	2	35	35	35
TOTAL RESOURCES USED	3,406	7,318	10,724	9,868
NET (OUTGOING) / INCOMING RESOURCES	(500)	440	(60)	1,381
 BALANCE BROUGHT FORWARD				
1ST SEPTEMBER 2013			<u>7,065</u>	<u>5,684</u>
 BALANCE CARRIED FORWARD				
AT 31ST AUGUST 2014			<u>7,005</u>	<u>7,065</u>

The notes on page 5 form part of these financial statements

SEVENOAKS THREE ARTS FESTIVAL

BALANCE SHEET AS AT 31ST AUGUST 2014

		<u>2014</u>	<u>2013</u>
	Note	£	£
FIXED ASSETS			
Tangible Fixed Assets	2	141	176
CURRENT ASSETS			
Debtors	3	170	287
Short term deposits		<u>6,874</u>	<u>6,602</u>
Total current assets		<u>7,044</u>	<u>6,889</u>
CURRENT LIABILITIES			
Deferred Income - Grant 2015 Young Musician		180	-
TOTAL ASSETS		<u>£7,005</u>	<u>£7,065</u>

ACCUMULATED FUNDS

UNRESTRICTED			
Balance at 1st September 2013		7,065	5,684
(Deficit)/Surplus in year		<u>(60)</u>	<u>1,381</u>
Balance at 31st August 2014		<u>7,005</u>	<u>7,065</u>
		<u>£7,005</u>	<u>£7,065</u>

_____) Trustees
_____) _____
_____)

Approved

on _____

The notes on pages 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2014

1 ACCOUNTING POLICIES

a. Basis of accounting

The financial statements have been prepared on the historical cost basis, the Financial Standard for Smaller Entities (effective April 2008) and the Charities Act 2011.

b. Funds

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

c. Incoming resources

i income from investments

Interest is accounted for when due.

d. Grants and Donations

Grants and donations are accounted for when received or paid.

e. Tangible Fixed assets

Equipment used by the charity is depreciated on a straight-line basis Over 10 years

f. Current assets

Short term deposits represent cash held on deposit with the Charities Aid Foundation.

2 TANGIBLE FIXED ASSETS

	<u>EQUIPMENT</u>
COST	£
At 1st September 2013	351
At 31st August 2014	<u>351</u>
DEPRECIATION	
At 1st September 2013	175
Charge in year	<u>35</u>
At 31st August 2014	<u>210</u>
NET BOOK VALUE	
At 31st August 2014	141
At 31st August 2013	176

3 DEBTORS

	<u>2014</u>	<u>2013</u>
	£	£
Debtor - Advertising	-	-
Prepayments	<u>170</u>	<u>287</u>
	<u>170</u>	<u>287</u>

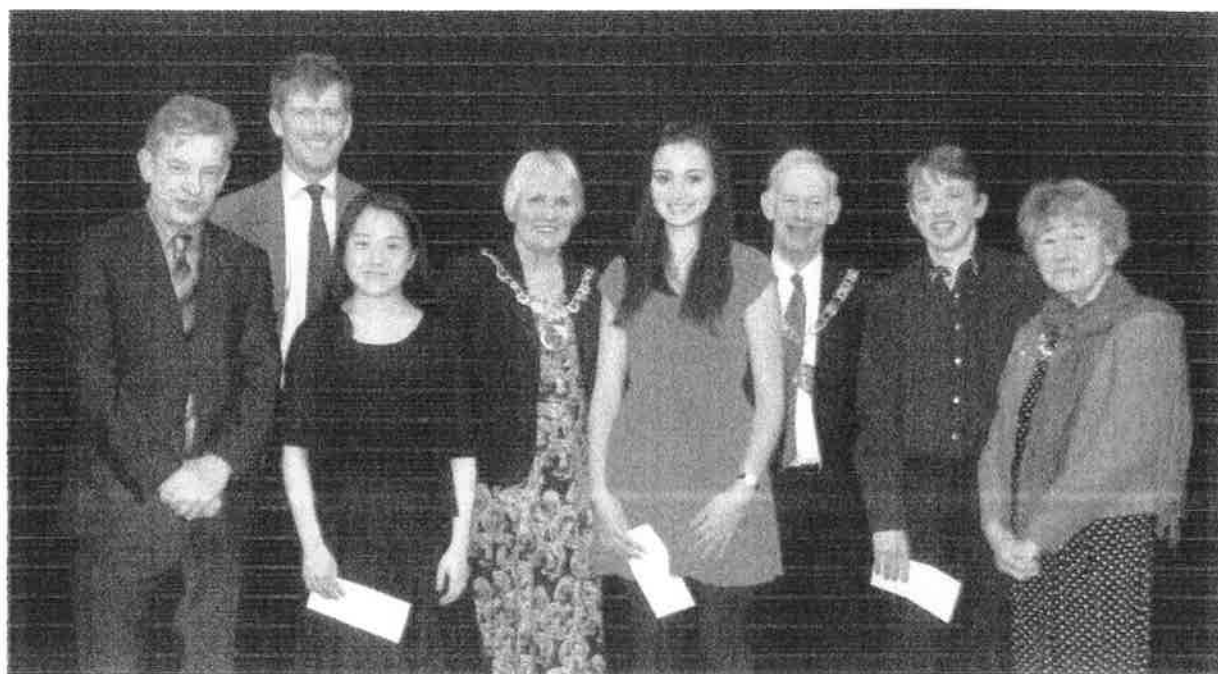
SEVENOAKS YOUNG MUSICIAN OF THE YEAR COMPETITION 2015

No fewer than 34 different pieces of music were performed at this year's annual competition, held at The Stag Community Arts Centre in Sevenoaks on Sunday 8 March. Composers familiar to the audience, such as JS Bach and his son JC, along with Debussy, Elgar, Shostakovich, Vaughan Williams and Walton, found themselves alongside Bloch, Popper, Dinicu and Gottermann and also Zivkovic, Musamatsu and Gerassinez! The wide repertoire of all these young players who took part is astounding!

All performers, ranging this year from 14 to 18 years old, were "all winners" said one of the two distinguished judges, Ruth Gerald and William Bruce. Each of the fifteen-minute recitals, often with a highly talented accompanist, was described and praised by each of the judges with comments such as "...intelligent playing...dramatic and idiomatic...beautifully nuanced assured, with real musical integrity.....stylish and confident....refined and sensitive....lovely tone". And many more, too!

This year's overall winner received a cheque for £500, the Sevenoaks Town Council Prize, and it went to Julian Trevelyan, a pianist from St.Albans, who played Chopin and Ravel followed by a stunning performance of an Etude by Kapustin. Runners-up were Naori Takahashi (violin) from London, who received the Sevenoaks School Prize of £250 for her performances of Schubert and Grieg and Olivia Ziani (violin) from Tunbridge Wells who received £100, the Reid Sohn Prize, having played Mozart, Ravel and Dinicu.

As part of his first prize Julian will perform a concerto with the Lydian Orchestra at their summer concert on Sunday 12th July and, after receiving a cheque from Sevenoaks Music Club of £75 each, the runners-up have been invited to perform recitals for them in December.



The Awards Ceremony 2015

William Bruce (judge), Geoffrey Stanford (Sevenoaks School), Naori Takahashi (violin), Gill Davison (Sevenoaks District Council), Olivia Ziani (violin), Simon Raikes (Sevenoaks Town Mayor), Julian Trevelyan (piano - winner) and Ruth Gerald (judge)

**The next Competition takes place on Sunday 20th March 2016
at The Stag, Sevenoaks**

www.ck12.org

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Sevenoaks Three Arts Festival

Registered Charity No 1031815

*Affiliated to The British and International Federation of Festivals
of which Her Majesty the Queen is Patron*

Grant No 6

*Festival Secretary
Margaret Holgate
36 Bayham Road
Sevenoaks
Kent TN13 3XE
Tel: 01732 454448
07789 731927*

20 July 2015

Michèle MacDonald
Sevenoaks Town Council
Council Offices
Bradbourne Vale Road
Sevenoaks, Kent
TN13 3QG

Dear Michèle

Grant Application for Sevenoaks Young Musician of the Year Competition

I have pleasure in enclosing our grant application for the March 2016 Competition duly filled in, plus copies of the last year's accounts (which include figures for the previous year). I also enclose a report and photograph of this year's Competition, plus a copy of the Programme, to comply with the condition for the Grant you awarded us last year.

Please note that you already have our grant application for this year's Sevenoaks Three Arts Festival (which was held in June) as I was too late for the February grant committee.

I trust all is in order, but please do ring me if you need any further information.

Yours sincerely

Festival Secretary

The Three Arts Festival held annually in June is a competitive festival, founded in 1950, with classes in speech and drama, piano, choral and solo singing, woodwind, strings and accordion. Affiliated to the British Federation of Festivals and a Registered Charity, the Three Arts Festival is well known for its friendly atmosphere and is popular with adjudicators and competitors alike. Its solid reputation draws entries from all over the South East. Since 1995 the Festival has been proud to present the Sevenoaks Young Musician of the Year Competition. Further information, Festival Syllabus and entry form can be obtained from the Festival Secretary Margaret Holgate on 01732 454448 or found on the website www.sevenoaksthreeartsfestival.co.uk.

Sevenoaks District Arts Council

The SDAC exists to support and promote the amateur arts in Sevenoaks District and provides a forum for local groups representing a wide variety of performing and visual arts to exchange information. It is an independent body funded by the Sevenoaks District Council. Day-to-day management is in the hands of an executive committee, elected from representatives of local arts groups and of the SDAC, which meets every two months. General meetings, attended by representatives of all interested groups, are held annually. Limited financial assistance is available to local arts organisations in the form of underwriting against potential loss arising from their activities. Exceptionally, grants or bursaries may be considered. The Sevenoaks Young Musician Competition is indebted to the SDAC for its continuing support.

The Lydian Orchestra

The Sevenoaks based Lydian Orchestra was formed in 1976 by June Clements, who also founded the Young Musician Competition. Its members are young musicians under the age of 25 years who have reached a high standard of musical performance. It meets three times a year in vacation time, as many of the young people are students, and a public concert is given after five or six rehearsals. Young soloists at the outset of their careers are included in the Lydian's programme and the Sevenoaks Young Musician of the Year Competition is an extension of that aim. Notable amongst those who have played with the Lydian are clarinetist Emma Johnson, cellists Alexander Isellie and Steven Isellie. Two of its most recent soloists, Sophie Westbrook (recorder in 2013) and Matilda Lloyd (trumpet in 2012) were finalists in the 2014 BBC Young Musicians competition. Both have also previously taken part in the Sevenoaks Young Musician of the Year Competition.

The orchestra has also given concerts abroad since 1998, notably in Paris in 2006 as part of their 30th anniversary celebrations, Bruges (2011) and Wiesbaden last year. Since 2003 it has made several visits to the Edinburgh Festival, where in 2008 it won the Elgar prize as part of the Festival of British Youth Orchestras. The orchestra also runs occasional Workshop days when aspiring soloists have a chance to play all or part of a concerto, and this can lead to the opportunity to perform a concerto in a formal Lydian concert.

Lydian's next concert will be the Easter Concert on Sunday 19 April at 7.30pm at the Drive Methodist Church, Sevenoaks. The summer concert, at which it is hoped the winner of today's competition will perform, is on Sunday 12 July at 7.30pm at the Pamoja Hall, Sevenoaks School. All further information can be found on the website www.lydian.org.uk or at the Hall box office 01732 407765.

Sevenoaks Music Club

Sevenoaks Music Club has been delighting music lovers in the Sevenoaks area for almost 80 years. World-class musicians are engaged to perform in the renowned Ship Theatre at Walthamstow Hall School, Sevenoaks, and each season comprises six or more concerts of varied chamber music. Members are also able to benefit from opera outings to Glyndebourne and London at reduced prices. SMC has offered a platform to second and third Young Musicians' prizewinners for the past six years, and in earlier days welcomed such stars of the future as Joan Sutherland, Leon Goossens, John Lill and more recently the Chilingrian String Quartet. Details of the current season can be found at their website www.sevenoaksmusicclub.org.uk. Tickets can be obtained from 01732 451581.

The Sevenoaks Three Arts Festival gratefully acknowledges the generous assistance received from Sevenoaks District Arts Council (which is funded by Sevenoaks District Council), Sevenoaks Town Council and Kent County Council



Sevenoaks

Sunday 8 March 2015 : Stag Theatre, Sevenoaks

Young

Sponsored by SEVENOAKS DISTRICT ARTS COUNCIL,
KENT COUNTY COUNCIL
and SEVENOAKS TOWN COUNCIL

Musician

Supported by
SEVENOAKS SCHOOL
REID SOHN PIANOS, Bromley
SEVENOAKS MUSIC CLUB
MALCOLM TYSOE MUSICAL INSTRUMENTS, Farnborough
T.A. CRAIG VIOLIN DEALERS & RESTORERS, Sevenoaks

of the Year

Programme

Competition Programme

10.00am

JOSHUA RAPLEY (age 16)
Violoncello (Acc. Alison Montcrieff-Kelly)

Elgar: 1st movement Concerto in E minor
Goldernann: Alla Pollacca (4 Moreaux Caractéristiques)

Joshua was born in Bromley and now attends Tunbridge Wells Grammar School for Boys. Having started lessons at the age of six with Elaine Summers, he is now taught by Alison Montcrieff-Kelly. From an early age he joined the Bromley Youth Music trust and today plays in both the Symphony and Chamber Orchestras, as well as in a cello sextet which appeared in the final of the 2014 National Festival of Music for Youth. Joshua enjoys playing in a school string quartet and also plays the trumpet – this can lead to many other styles of music, including jazz, and he is a member of the school's Soul Band. When not involved in music, Joshua loves rugby and squash and, in the holidays, windsurfing and mountain biking!

10.20am

WILL SCOTT (age 17)
Guitar

Mertz: Elegie
York: Sturburst

William is in his first year of studies for the classical guitar at the RCM, where he learns with Gary Ryan. Well known throughout Kent, where he has given numerous recitals and concerts, he is a finalist in Mid-Kent Musician of the Year, winner of the Tunbridge Wells recital cup and Category Winner of the Maidstone Music Festival. Having achieved Distinction in his ATCL at the age of seventeen, William enjoys ensemble work from guitar quartets to clarinet and voice duets. Also a keen jazz guitarist, he plays in the RCM big band and swing band. He loves performing at all sorts of functions – weddings, birthday parties, charity events and corporate functions – and has a huge repertoire of arrangements in many different styles.

10.40am

AMELIA GILMARTIN (age 16)
Violin (Acc. James Drinkwater)

Sarasate: Zigeunerweisen
Achour: Hebrew Melody

Amelia is a Music Scholar at Clifton College in Bristol and began playing the violin aged eight with Professor Richard Crabtree of NCM. By the age of 13 she was playing in the National Youth Orchestra and at 14 obtained her ABRSM Diploma with Distinction. After being awarded a place at the LSO String Academy Amelia has taken part in masterclasses with Chloe Hanslip and Alexander Markov and enjoys performing in and around Bristol too – she is a regular prize-winner at many local festivals. More recently she has spent time in Kent at Brenchley, playing in an ensemble and orchestra. Soon she is to take part with the Duet Orchestra in London's Royal Festival Hall performing Richard Strauss. With little spare time, Amelia enjoys cooking (especially sweet things), organising social events and looking after her pet snake and, when warm, basking by the Bristol docks!

Ruth Gerald

Judges

Born and educated in Australia, Ruth Gerald won the Elder Overseas Scholarship and gained a Bachelor of Music degree at Adelaide University. As a postgraduate student at the Royal College she won many prizes, including the Hopkinson Gold Medal. She was Head of Keyboard Studies at the Royal College of Music in London from 1992 until August 1999 having previously been appointed Faculty Adviser for Keyboard Studies in 1987.

Ruth's career has always pursued a very wide path: recitals, accompanying, adjudicating, examining and teaching. She was Head of Keyboard Studies at the Birmingham School of Music (now the Birmingham Conservatoire) for five years but relinquished this post in order to devote more time to performing and teaching at the Royal College where she has been a Professor for over 30 years. She was elected a Fellow of the Royal College in 1985.

Recently Ruth has given masterclasses and seminars in the UK, Ireland, Australia, New Zealand, Malta, Greece, Malaysia, Singapore, Hong Kong, Macau and Taiwan. She frequently adjudicates at festivals worldwide and is actively involved in many aspects of the work of the Associated Board of the Royal Schools of Music.

William Bruce is Head of Strings at the Junior Guildhall School of Music and Drama. After studies with Christopher Bunting at the Royal College of Music he took part in classes with Jacqueline du Pré and William Pleeth, also attending chamber music courses at the Britten-Pears School for Advanced Musical Studies with the Amadeus Quartet.

A passionate music educator, William is much in demand in the UK for masterclasses, workshops, summer schools and insets and he runs a residential summer school for cellists each year at Hindhead Music Centre. In addition to many years experience as an adjudicator William is a Consultant Moderator for the Associated Board of the Royal Schools of Music where he is involved in the training and moderating of examiners, syllabus development and presentations, and tours have taken him to Hong Kong, the West Indies, South America, Africa, Sri Lanka and Iceland. Publication collaborations include a cello tutor with Mary Cohen for Falber Music, the Fiddler Playalong Cello Collection for Boosey & Hawkes, More Time Pieces for ABRSM Publishing, and commissioning editor for Fingerprints for Cello and Spectrum for Cello, a volume of contemporary pieces which has received world wide acclaim. Recital performances have taken him throughout UK, Europe, Australia and America, cruising the high seas and a Carnegie Hall debut recital in 2005. He has been a visiting professor at the University of South Carolina and a member of the orchestra of English National Opera since 1982.

LEON CHAKRABARTI (age 14)

Violin (Acc. Tbc)

J.S.Bach: Concerto in A minor, 2nd movement
 Brahms: Sonatensatz (Sonata in C minor)
 Walton: Scherzetto (Two pieces for Violin and Piano)

Leon attends the Latymer School in Enfield, where he plays viola in the Symphony Orchestra and violin, his principal instrument, in the Chamber Orchestra. His teacher at the Junior GSMD is Faith Whiteley. Having just returned from a school exchange trip to Moscow, his great ambition is to study at one of the conservatoires in that city. Leon says that music is "his life", but he also enjoys travel, cooking and getting together with friends.

NAORI TAKAHASHI (age 17)

Violin (Acc. Tbc)

Schubert: Sonata in G minor, 2nd movement
 Grieg: Sonata No.3 in C minor, 1st movement

Naori was born in Japan and currently attends Putney High School and the Junior RAM, learning with Professor Remus Azoitei. She is leader of the Junior Academy Symphony Orchestra and has been in the NYO for two years. In 2012 she won the John McAslan Violin Prize and was also Croydon Young Musician of the Year. She is fully involved in school musical life and hopes to study at a conservatoire after the sixth form.

NIAMH O'SHEA (age 17)

Viola

J.C.Bach: Concerto in C minor, 2nd movement
 Vaughan Williams: Moto Perpetuo

Niamh is a Music and Academic Scholar at Kent College, Canterbury. She began the violin aged five with Collette Wales and then violin/viola with Faith Whiteley aged ten. As a member of the National Children's Orchestra when nine year's old, Niamh performed in St John's, Smith Square accompanying Nicola Benedetti, was later invited to attend the London regional Orchestra as a mentor and currently plays 1st violin in the Kent County Youth Orchestra. She has returned to Junior GSMD after focusing on her GCSEs, playing hockey and Irish dancing. This year she is a finalist in the Marlowe Young Musician and continues her passion for music by having organ lessons at Canterbury cathedral with Dr David Flood. She would like to pursue a career as a violinist involved in solo performance, orchestral playing, ensembles and teaching.

ADJUDICATION AND PRESENTATION OF AWARDS

The Sevenoaks Town Council Prize £500
 The Sevenoaks School Prize £250 The Reid Sohn Prize £100

The winner will also be offered the opportunity of a concerto performance with the acclaimed Lydian Orchestra in their summer 2015 concert. In addition the Sevenoaks Music Club will present £50 each to the second and third prize winners and offer them a recital in their December 2015 concert.

The June Clements Memorial Medal was commissioned by the Sevenoaks District Arts Council in recognition of June's work in founding both this Competition and the Lydian Orchestra. It is presented each year to the winner of the Sevenoaks Young Musician Competition at the conclusion of the prize winning Concerto performance with the Lydian Orchestra.

ROBERT CHEUNG (age 16)

Piano

Chopin: Ballade No.1
 Debussy: L'Isle Joyeuse

Robert was born in Dallas, Texas, but moved to his present home in Old Windsor at the age of two. He is a student of Dr Nigel Wilkinson, having started the piano when he was nine. Last year he was overall instrumental winner of Rotary International British Isles Young Musician and also gained his Diploma in Performance (Distinction). He has recently given numerous recitals at Brunel University, will shortly be performing Rachmaninov's 2nd Piano Concerto with Reading Symphony Orchestra and will give a solo recital in Dorchester Abbey at the end of April. He won the Sevenoaks Three Arts Festival Junior Piano Cup in 2012.

BREAK

TATJANA ROOS (age 18)

Violin (Acc. Ilana Morrdkovich-Roos)

Tchaikovsky: Melody
 Paganini: Caprice No.15
 Ysayë: Sonata No.3 'Ballade'

Tatjana was born in London and began the violin aged three. By the age of six she had performed Bach's A minor concerto and shortly afterwards entered the Junior RAM, studying under Professor Igor Petrushevski. In 2006 her family moved to Singapore where she performed regularly, as well as in summer festivals in Europe. She played Mendelssohn's concerto aged ten in Singapore and then, in 2008, she entered the Yehudi Menuhin School and began her studies with Professor Natasha Royarsky. In 2012 she moved to Vienna to study with Boris Kuschmir with whom she continues, at Graz University, and also with Boris Kucharsky at GSMD in London. She enjoys travelling and recent performances have been in China, Taiwan and USA.

JULIAN TREVELYAN (age 16)

Piano

Chopin: Etude No.10 in B minor (Allegro con fuoco)
 Ravel: Noctuelles (Miroirs)
 Kapustin: Etude No.1 'in minor 2nds and major 7th' (Five Etudes in Different Intervals)

Julian was born in St Albans and was a chorister at St Albans cathedral as a boy. He continues to sing as a tenor in the Abbey Singers. Home educated, he has sung in the children's chorus at ENO and been an Aldeburgh Young Musician since 2012. In 2011 he received a prize for the highest marks at ABRSM Grade 8. An experienced recitalist and chamber musician, Julian also plays violin, playing with the Britten Sinfonia Academy, and has a piano trio. In 2014 he was the youngest of five pianists in the Category Finals of the BBC Young Musician. As well as performing at the Snape Proms and St Albans Film Festival, his ever-growing repertoire includes Beethoven, Liszt, Ligeti, Bartok and Debussy.

12.20pm

OLIVIA ZIANI (age 15)
Violin (Acc. Jong-Gyung Park)

Mozart: Sonata in G, 1st and 2nd movements
Ravel: Sonata No.2, 2nd movt. 'Bines'
Dinicu arr. Heifetz: Hora Staccato

Olivia was born in London and is currently at Tunbridge Wells Grammar School. She learns violin with Reiad Chibbani at Junior TCM where she has won several prizes. Last year she also won the Sevenoaks Three Arts Festival Council Cup, was a finalist in the Marlowe YM Competition and took part in the final of the Pro Corda national Chamber Music Festival with her school quartet. Having spent two years with the National Children's Orchestra, Olivia is currently in the NYO and in September takes up a place at the Purcell School of Music. She also enjoys running, song writing, musical theatre and creative writing!

12.40pm

GERAINT DOWNING (age 17)
Violoncello (Acc. Julia Downing)

Popper: Hungarian Rhapsody
Bluch: Prayer

Originating from Raglan in South Wales, Geraint's grandparents are from Sevenoaks and have been patrons of the Lydian Orchestra since it began nearly 40 years ago! Geraint took up the 'cello at an early age and studied it at the Junior Royal Welsh CMO. Six years were spent with Iwan Davies before he obtained a music scholarship to Dean Close School in Cheltenham where he is taught by Emma Denton of the Carducci Quartet. Whilst hoping to pursue a career in music, he loves taking part in dramatic productions. Geraint also plays other instruments and is involved in Christian activities too.

LUNCH BREAK

2.15pm

CONNIE PHAROAH (age 16)
Violin (Acc. Tbc)

Bach: Partita No.2 in D minor 'Allemanda'
Brahms: Sonata in D minor Op. 108
Wieniawski: Légende

Connie was born in London and started the violin aged six with Rebecca Low. At the age of nine she attended the RAM Primary Academy studying with Erica Grainger, then moved to the Junior RAM where she also began the viola with Jacky Woods. Connie has recently joined the NYO and won the lower string prize at the RAM where she was also awarded 'very highly commended' in the Violin Prize. Apart from violin and viola playing, she loves reading, especially the classics, and art and clothing design.

2.35pm

ELIZABETH BRIGHTWELL-GIBBONS (age 18)
Percussion

Zivkovic: Fluctus
Musaratissu: Land
Gerassimov: Asventtiras

Elizabeth comes from Sevenoaks, where she attended Walthamstow Hall, taking a full part in the musical life of the school. She is now studying percussion as first study at Manchester University and the RNCM on the 'Joint course'. After showing her musical

2.55pm

PIPPA BOX (age 13)
Violoncello (Acc. Judith Miller)

J.C.Bach: 'Cello Concerto in C minor (movements 1, 2 and 3)

Pippa was born in China and came to live with her adoptive family in the UK in 2002. Her home has been mainly in Sussex and she is now based in Lewes. From a very early age she loved "gunning" on the piano, beginning formal lessons at the age of six and then adding the 'cello when she was nearly eight. In 2014 Pippa gained her Grade 8 and has been awarded various scholarships to further her musical studies at school. For just over a year she has been at the Junior RCM. She loves reading, sport and being with friends when time permits!

3.15pm

NATALIE JOBBINS (age 17)
Piano

Shostakovich: Prelude and Fugue No.5
Debussy: Arabesque No.1 (Deux Arabesques)
Maurini: Harlequin

Natalie was born in Brighton, where she lived for eight years, but now lives in Hildenborough. She began learning the piano with Richard Ansell when nine and is now accompanist for the Mallet Choir at Tonbridge Grammar School which, as a competitive choir, has performed at the Royal Albert Hall, Barbican Centre, St Paul's Cathedral and will shortly feature on BBC TV with the singers as the Songs of Praise Choir of the Year. Natalie has also been involved at Pinchocks giving demonstrations on early pianos (fortepianos and square pianos) as well as harpsichords. This year she has taken part in the London Chamber Orchestra Music Junction, mentoring young people less fortunate in learning instruments, was winner of the Sixth Form category of the Sevenoaks School Carol Composition Competition 2014 and performs regularly with jazz singer Ella Halpern-Matthews. Studying for the IB at TGS she finds the science of music fascinating and loves reading books in Latin!

3.35pm

AVILA SAHIN (age 15)
Violin (Acc. Kate Bray)

Sarasate: Zigeunerweisen
Szymanowski: Le Chant de Roxelane

Avila was born in Brighton and is currently an Academic and Music Scholar at Hinstripierpoint College. She also leads the orchestra at school, having played violin and piano since the age of six. Avila also attends Junior RAM and studies with Professor Chika Robertson. She has much orchestral experience in halls and in the pit, as she is leader of the seconds in the Brighton Youth Orchestra, and won a prestigious prize at the International German competition 'Jugend Musiziert' – she also speaks fluent German. Apart from playing music, she enjoys spending time with her friends and running!

SHORT BREAK



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 **[21.03.2016]** 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 Counselling (Sevenoaks Christian Counselling Service)

NAME OF CONTACT

Stephen Day

ADDRESS OF CONTACT

33 The Dene

Sevenoaks

POSTCODE TN13 1PB

TELEPHONE NO: DAYTIME

01732 461894

EVENING

As above

EMAIL ADDRESS

day@kent2.co.uk

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks Counselling exists to provide confidential counselling by fully qualified and experienced counsellors to individuals, couples and family groups, including children and teenagers. Clients will typically come with a variety of problems, ranging from marital and family issues, separation and divorce, to general relationship issues, depression and bereavement, mental health and employment-related matters. Counselling is available to all on an equal opportunities basis, irrespective of religious beliefs or ability to pay; clients pay what they can afford. We also provide:

- Counselling skills training for those working in the community;
- Continuing professional development courses for qualified counsellors;
- Professional supervision for counsellors working in the field;
- Student placements for trainee counsellors on accredited courses.

PLEASE GIVE NUMBERS IN
YOUR ORGANISATION WHO
ARE

A) PAID	13
B) VOLUNTEERS	12
C) SIZE OF MEMBERSHIP/BENEFICIARIES	287

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

64

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£2,000

PLEASE DESCRIBE YOUR PROJECT

Sevenoaks Counselling has continued to provide a valuable resource to the local community over the past year. The number of part-time counsellors is currently 13 and these include a Child and Family Psychotherapist. This means that we can help a good range of clients, including family groups, children and teenagers (there is increasing demand for counselling from this group). We receive a number of referrals from local GP surgeries and the Citizens' Advice Bureau also refers clients from time to time. We continue to have a considerable number of clients who are unable to pay the full economic cost of their counselling. Clients will often seek counselling as a result of redundancy and these clients, of course, are those which may well have difficulty in meeting the full cost.

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

The grant which we are hoping to receive from Sevenoaks Town Council will be used to supplement our Bursary Fund which assists clients who cannot afford the full amount. We cherish the principle that clients are only asked to pay what they can afford. No one is turned away through lack of funds. We rely on grants from Sevenoaks Town Council and Sevenoaks District Council, together with donations from local churches and individuals to make up the considerable shortfall between the actual cost of the counselling and what clients can afford. The full recommended charge for a counselling session is £45, but our records show that in the six months from 1 January to 30 June 2015 a total of 785 counselling sessions were provided for clients who were only able to pay £20 or less. (A comparison with the same period last year reveals that there has been an increase of 45 sessions provided for clients only able to pay £20 or less.) A grant of £2,000 (to be spent in the current financial year) would pay for 80 counselling sessions for clients who can only afford to pay £20 per session.

*£45 x 785 = 35225
2000 x 20 = 4000
35225 - 4000 = 31225*

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES

IF YES, PLEASE GIVE DETAILS

Sevenoaks District Council (£600)

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

As many councillors will know, a decision was taken earlier this year to change our operating name from 'Sevenoaks Christian Counselling Service' to 'Sevenoaks Counselling' with the strapline 'A professional service offered by Christians to the whole community'. The reason for the change was to underline the fact that we are indeed a service for the whole community and there is absolutely no requirement for those we help to be Christians or have any particular beliefs; all are welcomed.

Sevenoaks Counselling continues to be held in high esteem in the community and by health-care professionals. Our counsellors are individual members of the British Association for Counselling and Psychotherapy (BACP) and adhere to the codes of ethics and practice laid down by that professional body. Twelve counsellors have Diplomas in Counselling; nine have the enhanced status of BACP Accreditation and one member of staff is a Registered Child and Family Psychotherapist.

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£31,393 at 31/01/15

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT

Approx. three months

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

Approx. £20,000

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.

2005	£400	Revenue expenditure.
2006	£500	For capital project – two new counselling rooms.
2007	£800	)
2008	£1,000	) To increase the size of our bursary fund to subsidise
2009	£1,200	) the cost of counselling for those who cannot afford
2010	£1,600	) the full cost.
2011	£1,800	)
2012	£1,800	)
2013	£1,900	)
2014	£1,900	)

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

SIGNATURE

Stephen Day

DATE

05/08/15

NAME AND POSITION IN ORGANISATION: STEPHEN DAY

(Trustee, Director and Company Secretary)

IN CAPITALS PLEASE

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

Sevenoaks Counselling

c/o Stephen Day, 33 The Dene, Sevenoaks, TN13 1PB

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:

- **1st 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.

Charity Registration No. 288191

Company Registration No. 01764440 (England and Wales)

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
DIRECTORS' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2015**

SEVENOAKS CHRISTIAN COUNSELLING SERVICE OPERATING AS SEVENOAKS COUNSELLING LEGAL AND ADMINISTRATIVE INFORMATION

Directors	Mrs W M Billington Mrs G M Clayton S J W Day S D Scott Mrs J L Watson C D Stiven Rev C Kitchener S J W Day
Secretary	S J W Day
Charity number	288191
Company number	01764440
Principal address	Littlecourt Road Sevenoaks Kent TN13 2LG
Registered office	Littlecourt Road Sevenoaks Kent
Independent Examiner	Nigel Hewson FCA DChA Hewsons Chartered Accountants 80 Woodhurst Avenue Petts Wood Orpington Kent BR5 1AT
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Solicitors	Wellers Tenison House Tweedy Road Bromley Kent BR1 3NF

SEVENOAKS CHRISTIAN COUNSELLING SERVICE OPERATING AS SEVENOAKS COUNSELLING CONTENTS

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SEVENOAKS CHRISTIAN COUNSELLING SERVICE OPERATING AS SEVENOAKS COUNSELLING DIRECTORS' REPORT

FOR THE YEAR ENDED 31 JANUARY 2015

The directors present their report and accounts for the year ended 31 January 2015.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The charity is a company limited by guarantee.

The directors who served during the year were:

Mrs W M Billington

Mrs G M Clayton

S J W Day

S D Scott

Mrs J L Watson

C D Stiven

Rev C Kitchener

Directors are appointed by the members in annual general meeting although existing directors may make a temporary appointment during the year to fill a vacancy. One third of the directors retire by rotation each year and are automatically re-appointed unless it is expressly resolved to fill the vacated office with another appointee. Members are elected by the directors.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £10 in the event of a winding up.

The directors have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

The charity's main object is to advance the Christian religion by establishing and carrying on a service of counselling based solely on Christian doctrines, principles and faith. The policies adopted in furtherance of these objects are to provide a service of counselling and training in counselling based on Christian doctrines, principles and faith, in Sevenoaks and the surrounding district and there has been no change in these during the year.

The directors have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake to ensure that the Charity operates for the public benefit.

SEVENOAKS CHRISTIAN COUNSELLING SERVICE OPERATING AS SEVENOAKS COUNSELLING DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2015

Achievements and performance

During the year we have continued to provide counselling services and other resources to the community and beyond. Those using the service include those referred by the medical profession, other community organisations, past beneficiaries and those who come by personal recommendation or by contact through our website which has recently been redesigned. In particular there has been an increase in the number of children, teenagers and their parents coming to us. We are grateful to churches and individuals for their continuing prayerful and financial support.

In this context we have been in discussions with Christ Church United Reformed Church as to renewing our lease. Although not renewed in the reporting year, it was formally renewed on 1 May 2015 and is for a term expiring on 16 July 2019 with a break option for either party by giving six months' notice at any time before expiry of the term. During the year we also decided on a new operating name (whilst retaining the same charity and company registration name). We are now known as "Sevenoaks Counselling" (with the strapline, 'a professional service offered by Christians to the whole community').

We are confident that we continue to provide a service for the public benefit.

Financial review

The directors are pleased to report a small surplus for the year of £210 for the year (2014: £3,142)

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to two month's expenditure which would have amounted to around £16,800 for the year under review. The directors consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The reserves at both the beginning and end of the year exceeded £16,800.

On behalf of the board of directors

S D Scott

Director

Dated: 6 July 2015

SEVENOAKS CHRISTIAN COUNSELLING SERVICE OPERATING AS SEVENOAKS COUNSELLING STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors, who also act as trustees for the charitable activities of Sevenoaks Christian Counselling Service, are responsible for preparing the Directors' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these accounts, the directors 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; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

SEVENOAKS CHRISTIAN COUNSELLING SERVICE OPERATING AS SEVENOAKS COUNSELLING INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS OF SEVENOAKS CHRISTIAN COUNSELLING SERVICE

I report on the accounts of the charity for the year ended 31 January 2015, which are set out on pages 5 to 10.

Respective responsibilities of directors and examiner

The directors, who also act as trustees for the charitable activities of Sevenoaks Christian Counselling Service, are responsible for the preparation of the accounts. The directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

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

Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Nigel Hewson FCA DChA

Hewsons
Chartered Accountants
80 Woodhurst Avenue
Petts Wood
Orpington
Kent
BR5 1AT

Dated: 15 July 2015

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 JANUARY 2015**

	Notes	2015 £	2014 £
<u>Incoming resources from generated funds</u>			
Donations and legacies	2	24,018	29,398
Investment income	3	36	31
		<u>24,054</u>	<u>29,429</u>
Incoming resources from charitable activities	4	77,237	92,153
Total incoming resources		<u>101,291</u>	<u>121,582</u>
<u>Resources expended</u>	5		
Charitable activities			
Counselling		97,417	113,959
Workshops		2,054	3,422
Total charitable expenditure		<u>99,471</u>	<u>117,381</u>
Governance costs		1,610	1,059
Total resources expended		<u>101,081</u>	<u>118,440</u>
Net income for the year/ Net movement in funds		210	3,142
Fund balances at 1 February 2014		31,183	28,041
Fund balances at 31 January 2015		<u>31,393</u>	<u>31,183</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
BALANCE SHEET**

AS AT 31 JANUARY 2015

	Notes	2015 £	£	2014 £	£
Current assets					
Debtors	11	2,291		2,056	
Cash at bank and in hand		39,362		39,756	
		<u>41,653</u>		<u>41,812</u>	
Creditors: amounts falling due within one year	12	(10,260)		(10,629)	
Total assets less current liabilities			<u><u>31,393</u></u>		<u><u>31,183</u></u>
Income funds					
Unrestricted funds			<u><u>31,393</u></u>		<u><u>31,183</u></u>
			<u><u>31,393</u></u>		<u><u>31,183</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 January 2015. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 6 July 2015

S J W Day
Director

S D Scott
Director

Company Registration No. 01764440

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2015

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The trustees have considered the charity's day to day cash flow requirements and have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the annual report and financial statements.

The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

All income, donations, legacies and other forms of voluntary income, including associated tax recoverable, grants and fees is recognised when receivable. None of the income is restricted.

1.3 Resources expended

All expenditure is accounted for on the accruals basis and has been classified under headings that aggregate all costs relating to that activity. Governance costs are those costs relating to the management of the company's assets, organisational administration and compliance with statutory regulation.

All assets costing less than £500 are written off to expenses in the statement of financial activities and are not capitalised.

2 Donations and legacies

	2015	2014
	£	£
Donations and gifts	24,018	29,398

3 Investment income

	2015	2014
	£	£
Interest receivable	36	31

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2015

4 Incoming resources from charitable activities

	2015 £	2014 £
Counselling	72,888	86,405
Workshops	4,349	5,748
	77,237	92,153

5 Total resources expended

	Staff costs £	Other costs £	Total 2015 £	Total 2014 £
Charitable activities				
<u>Counselling</u>				
Activities undertaken directly	12,381	81,180	93,561	107,622
Grant funding of activities	-	-	-	2,000
Support costs	-	3,856	3,856	4,337
Total	12,381	85,036	97,417	113,959
<u>Workshops</u>				
Activities undertaken directly	-	2,054	2,054	3,422
	12,381	87,090	99,471	117,381
Governance costs	-	1,610	1,610	1,059
	12,381	88,700	101,081	118,440

Governance costs includes payments to the independent examiner of £890 (2014: £826) in connection with their report.

6 Activities undertaken directly

	2015 £	2014 £
Other costs relating to Counselling comprise:		
Counsellors fees	70,199	82,985
Training, supervision and expenses	8,750	9,981
Property costs	2,231	2,660
	81,180	95,626

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2015

7	Grants payable	2015	2014
		£	£
	Counselling	-	2,000
		<u>-</u>	<u>2,000</u>
	Grants to institutions relating to Counselling comprise:		
	Christ Church Sevenoaks	-	2,000
		<u>-</u>	<u>2,000</u>
		<u>-</u>	<u>2,000</u>
8	Support costs	2015	2014
		£	£
	Office and administration costs	3,856	4,337
		<u>3,856</u>	<u>4,337</u>
		<u>3,856</u>	<u>4,337</u>

A shredder costing £85 (2014 :floor mats costing a total of £276) is included in support costs. It has been expensed rather than capitalised in accordance with the accounting policy adopted by the trustees.

9 Directors

None of the directors (or any persons connected with them) received any remuneration or expenses during the year other than the wife of S J W Day who received £7,020 (2014: £6,432) in fees and expenses for counselling services provided to the charity.

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2015

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2015 Number	2014 Number
Administration	<u>1</u>	<u>1</u>

Employment costs

	2015 £	2014 £
Wages and salaries	12,233	11,465
Social security costs	148	531
	<u>12,381</u>	<u>11,996</u>

There were no employees whose annual remuneration was £60,000 or more.

11 Debtors

	2015 £	2014 £
Income tax recoverable	1,638	1,400
Prepayments and accrued income	653	656
	<u>2,291</u>	<u>2,056</u>

12 Creditors: amounts falling due within one year

	2015 £	2014 £
Other creditors	8,574	10,589
Accruals	1,686	40
	<u>10,260</u>	<u>10,629</u>

Charity Registration No. 288191

Company Registration No. 01764440 (England and Wales)

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
DIRECTORS' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2014**

SEVENOAKS CHRISTIAN COUNSELLING SERVICE

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	Mrs W M Billington Mrs G M Clayton S J W Day S D Scott Mrs J L Watson C D Stiven Rev C Kitchener S J W Day
Secretary	S J W Day
Charity number	288191
Company number	01764440
Principal address	Littlecourt Road Sevenoaks Kent TN13 2LG
Registered office	Littlecourt Road Sevenoaks Kent
Independent Examiner	Nigel Hewson Hewsons Chartered Accountants 80 Woodhurst Avenue Petts Wood Orpington Kent BR5 1AT
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Solicitors	Wellers Tenison House Tweedy Road Bromley Kent BR1 3NF

SEVENOAKS CHRISTIAN COUNSELLING SERVICE

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SEVENOAKS CHRISTIAN COUNSELLING SERVICE

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 JANUARY 2014

The directors present their report and accounts for the year ended 31 January 2014.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the memorandum and articles of association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The charity is a company limited by guarantee.

The directors who served during the year were:

Mrs W M Billington

Dr T A Boxall

(Resigned 18 November 2013)

Mrs G M Clayton

S J W Day

S D Scott

Mrs J L Watson

C D Stiven

Rev C Kitchener

Directors are appointed by the members in annual general meeting although existing directors may make a temporary appointment during the year to fill a vacancy. One third of the directors retire by rotation each year and are automatically re-appointed unless it is expressly resolved to fill the vacated office with another appointee. Members are elected by the directors.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £10 in the event of a winding up.

The directors have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

The in object is to advance the Christian religion by establishing and carrying on a service of counselling based solely on Christian doctrines, principles and faith. The policies adopted in furtherance of these objects are to provide a service of counselling and training in counselling based on Christian doctrines, principles and faith, in Sevenoaks and the surrounding district and there has been no change in these during the year.

The directors have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake to ensure that the Charity operates for the public benefit.

SEVENOAKS CHRISTIAN COUNSELLING SERVICE

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2014

Achievements and performance

During the year we have continued to provide counselling services and other resources to the community and beyond. The courses we provide range from the focussed courses for continuing professional development to the more general courses appealing to a wider public.

Those using the service include those referred by the medical profession, other community organisations, past beneficiaries and those who come by personal recommendation or by contact through our website. We are grateful to churches and individuals for their continuing prayerful and financial support.

Other income has again included receipts from a successful cake stall at our Open Public Meeting and a well attended concert arranged for our benefit by a local choir. A helpful by-product of these events has been to raise our public profile. We have again made successful grant applications to the local District and Town Councils whose support we greatly value. We are confident that we provide a service for the public benefit. We have said farewell to two of our long standing patrons who have been replaced by two more who have had long standing links with the Service and whose support we greatly value.

Financial review

The directors are pleased to report a small surplus for the year of £3,142 for the year (2013: £3,917)

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to two month's expenditure which would have amounted to around £19,800 for the year under review. The directors consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The reserves at both the beginning and end of the year exceeded £19,800.

On behalf of the board of directors

S D Scott

Director

Dated: 9 June 2014

SEVENOAKS CHRISTIAN COUNSELLING SERVICE

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors, who also act as trustees for the charitable activities of Sevenoaks Christian Counselling Service, are responsible for preparing the Directors' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these accounts, the directors 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; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

SEVENOAKS CHRISTIAN COUNSELLING SERVICE

INDEPENDENT EXAMINER'S REPORT

TO THE DIRECTORS OF SEVENOAKS CHRISTIAN COUNSELLING SERVICE

I report on the accounts of the charity for the year ended 31 January 2014, which are set out on pages 5 to 10.

Respective responsibilities of directors and examiner

The directors, who also act as trustees for the charitable activities of Sevenoaks Christian Counselling Service, are responsible for the preparation of the accounts. The directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

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

Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Nigel Hewson FCA DChA

Hewsons
Chartered Accountants
80 Woodhurst Avenue
Petts Wood
Orpington
Kent
BR5 1AT

Dated: 25 June 2014

SEVENOAKS CHRISTIAN COUNSELLING SERVICE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JANUARY 2014

	Notes	2014 £	2013 £
<u>Incoming resources from generated funds</u>			
Donations and legacies	2	29,398	28,681
Investment income	3	31	50
		<u>29,429</u>	<u>28,731</u>
Incoming resources from charitable activities	4	92,153	99,037
		<u>121,582</u>	<u>127,768</u>
Total incoming resources			
<u>Resources expended</u>	5		
<u>Costs of generating funds</u>			
Fundraising expenses		-	412
		<u>-</u>	<u>412</u>
Net incoming resources available		121,582	127,356
<u>Charitable activities</u>			
Counselling		113,959	116,314
Workshops		3,422	6,138
		<u>117,381</u>	<u>122,452</u>
Total charitable expenditure			
Governance costs		1,059	987
		<u>1,059</u>	<u>987</u>
Total resources expended		118,440	123,851
		<u>118,440</u>	<u>123,851</u>
Net income for the year/ Net movement in funds		3,142	3,917
Fund balances at 1 February 2013		28,041	24,124
		<u>28,041</u>	<u>24,124</u>
Fund balances at 31 January 2014		31,183	28,041
		<u>31,183</u>	<u>28,041</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

SEVENOAKS CHRISTIAN COUNSELLING SERVICE

BALANCE SHEET

AS AT 31 JANUARY 2014

	Notes	2014 £	£	2013 £	£
Current assets					
Debtors	11	2,056		2,338	
Cash at bank and in hand		39,756		36,366	
		<u>41,812</u>		<u>38,704</u>	
Creditors: amounts falling due within one year	12	(10,629)		(10,663)	
Total assets less current liabilities			<u>31,183</u>		<u>28,041</u>
Income funds					
Unrestricted funds			<u>31,183</u>		<u>28,041</u>
			<u>31,183</u>		<u>28,041</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 January 2014. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 9 June 2014

S J W Day
Director

S D Scott
Director

Company Registration No. 01764440

SEVENOAKS CHRISTIAN COUNSELLING SERVICE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 JANUARY 2014

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The trustees have considered the charity's day to day cash flow requirements and have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the annual report and financial statements.

The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

All income, donations, legacies and other forms of voluntary income, including associated tax recoverable, grants and fees is recognised when receivable. None of the income is restricted.

1.3 Resources expended

All expenditure is accounted for on the accruals basis and has been classified under headings that aggregate all costs relating to that activity. Governance costs are those costs relating to the management of the company's assets, organisational administration and compliance with statutory regulation.

All assets costing less than £500 are written off to expenses in the statement of financial activities and are not capitalised.

2 Donations and legacies

	2014 £	2013 £
Donations and gifts	<u>29,398</u>	<u>28,681</u>

3 Investment income

	2014 £	2013 £
Interest receivable	<u>31</u>	<u>50</u>

SEVENOAKS CHRISTIAN COUNSELLING SERVICE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2014

4 Incoming resources from charitable activities

	2014 £	2013 £
Counselling	86,405	92,062
Workshops	5,748	6,975
	92,153	99,037

5 Total resources expended

	Staff costs £	Other costs £	Grant funding £	Total 2014 £	Total 2013 £
Costs of generating funds					
Fundraising expenses	-	-	-	-	412
Charitable activities					
<u>Counselling</u>					
Activities undertaken directly	11,996	95,626	-	107,622	112,743
Grant funding of activities	-	-	2,000	2,000	-
Support costs	-	4,337	-	4,337	3,571
Total	11,996	99,963	2,000	113,959	116,314
<u>Workshops</u>					
Activities undertaken directly	-	3,422	-	3,422	6,138
	11,996	103,385	2,000	117,381	122,452
Governance costs	-	1,059	-	1,059	987
	11,996	104,444	2,000	118,440	123,851

Governance costs includes payments to the independent examiner of £826 (2013: £754) in connection with their report.

6 Activities undertaken directly

	2014 £	2013 £
Other costs relating to Counselling comprise:		
Counsellors fees	82,985	88,027
Training, supervision and expenses	9,981	8,224
Property costs	2,660	2,666
	95,626	98,917

SEVENOAKS CHRISTIAN COUNSELLING SERVICE

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2014

7 Grants payable

	2014 £	2013 £
Counselling	<u>2,000</u>	<u>-</u>
Grants to institutions relating to Counselling comprise: Christ Church Sevenoaks	<u>2,000</u> <u>2,000</u>	<u>-</u> <u>-</u>

8 Support costs

	2014 £	2013 £
Office and administration costs	<u>4,337</u>	<u>3,571</u>
	<u>4,337</u>	<u>3,571</u>

Floor mats costing £276 (2013 :two laptops costing a total of £786) are included in support costs. They have been expensed rather than capitalised in accordance with the accounting policy adopted by the trustees.

9 Directors

None of the directors (or any persons connected with them) received any remuneration or expenses during the year other than the wife of S J W Day who received £6,432 (2013: £7,276) in fees and expenses for counselling services provided to the charity.

SEVENOAKS CHRISTIAN COUNSELLING SERVICE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2014

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2014 Number	2013 Number
Administration	1	1

Employment costs

	2014 £	2013 £
Wages and salaries	11,465	13,045
Social security costs	531	781
	11,996	13,826

There were no employees whose annual remuneration was £60,000 or more.

11 Debtors

	2014 £	2013 £
Income tax recoverable	1,400	1,694
Prepayments and accrued income	656	644
	2,056	2,338

12 Creditors: amounts falling due within one year

	2014 £	2013 £
Other creditors	10,589	9,877
Accruals	40	786
	10,629	10,663

RECEIVED
13 AUG 2015

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 **[21.03.2016]** 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

West Kent Mediation

NAME OF CONTACT

Amanda Bell, CEO

ADDRESS OF CONTACT

25 Bevan Place, Swanley, Kent

POSTCODE BR8 8BH

TELEPHONE NO: DAYTIME

01322 615774

EVENING

EMAIL ADDRESS

theoffice@wkm.org.uk

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

West Kent Mediation (WKM) provide a professional, impartial free community mediation service to help resolve conflict and breakdown of relationships between individuals, organisations and groups in West Kent. Mediation promotes an ethos of problem solving and co-operation; it raises self-esteem and self-confidence. We help individuals to build new communication skills and repair fractured relationships. It aims to increase integration and promotes equal opportunities because everyone is respected. We encourage clients to respect other people's points of view, cultures, & lifestyle differences. Mediation promotes a sense of belonging and community involvement

PLEASE GIVE NUMBERS IN
YOUR ORGANISATION WHO
ARE

A) PAID	2 (part time)
B) VOLUNTEERS	41
C) SIZE OF MEMBERSHIP/BENEFICIARIES	All residents of West Kent

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

All STC residents have access to WKM service. Approx. 10% of total cases undertaken are within STC, 15% of WKM volunteers live in STC area.

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£750.00

PLEASE DESCRIBE YOUR PROJECT

The continuing provision and development of a free, professional, impartial, confidential community mediation service for all Sevenoaks Town residents.

Our services include our family mediation service which addresses misunderstanding and communication problems between young people and their parents/carers, and supports the rebuilding of family relationships, and our restorative conferencing service which helps resolve multi-party disputes within the community, schools and families. We offer a restorative justice mediation service for offenders and victims of crime.

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

We would be using the grant to part fund the above project, this would also include recruiting and training new local volunteers, and providing CPD training meetings for the existing volunteer mediators. It would be a valuable contribution to our volunteers' travelling expenses and it would be a contribution to hall hire costs needed for joint mediation meetings. Supervision costs for our mediators would also form part of this grant, as would a contribution to publicity (leaflets, flyers, posters) which are distributed to local public places so that STC residents are aware of the service offered.

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES/NO

IF YES, PLEASE GIVE DETAILS

Sevenoaks District Council, West Kent Housing Association, Westerham Town Council, Edenbridge Town Council.

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

WKM have been invited by the Restorative Justice Council to apply for their quality mark. This prestigious award will make WKM a leading provider of restorative justice mediation in West Kent.

WKM were invited & have become a working partner in the ADVICE TOGETHER organisation. This important partnership enables WKM to receive additional referrals and signpost to other voluntary agencies within the group where appropriate.

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£52,714

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT

11 months

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

All funds applied for.

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.

£300	2014	Revenue
£550	2013	Revenue
£750	2012	Revenue
£750	2011	Revenue
£900	2010	Revenue
£900	2009	Revenue

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

SIGNATURE

A Bell

DATE

12/8/15

NAME AND POSITION IN ORGANISATION:

AMANDA BELL

IN CAPITALS PLEASE

CHIEF EXECUTIVE OFFICER

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

West Kent Mediation

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:

- **1st 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.

West Kent Mediation Limited
A company limited by guarantee and a registered charity

25 Bevan Place
Swanley Kent BR8 8BH
T: 01322 615774
F: 01322 668237
E: theoffice@wkm.org.uk

Charity Registration number 1100637

Company registration number 4830437 (England and Wales)

West Kent Mediation Limited
A company limited by guarantee and a registered charity

Trustees' Report and Financial Statements
for the year ended 31 March 2014

West Kent Mediation Limited
A company limited by guarantee and a registered charity

Contents

31 March 2014

Page 1	Legal and administrative information
Page 2	Report of the Chairman
Page 3	Report of the trustee directors
Page 6	Report of the Independent examiner
Page 7	Statement of financial activities
Page 8	Balance sheet
Page 9-13	Notes to the financial statements

West Kent Mediation Limited
A company limited by guarantee and a registered charity

Legal and administrative information

31 March 2014

Status

The organisation was originally established as a charity on 26 January 1996 as West Kent Independent Mediation Service - Charity No. 1052269. It was incorporated as a Company Limited by Guarantee on 11 November 2003, under the name West Kent Mediation - Company No. 4830437. It was re-registered as a charity under the name West Kent Mediation on 11 November 2003 - Charity No 1100637.

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.

Under these Articles the Trustee Directors hold unremunerated executive offices but may be reimbursed for all reasonable expenses in connection with the discharge of their duties of behalf of the charity.

Annually, one third of the Trustee Directors retire by rotation at the AGM. Additionally any trustee directors who have been appointed by the Board of Trustee Directors since the last AGM shall hold office only until the next following AGM. If not re-appointed at that AGM he/she shall vacate office at the conclusion of the meeting.

Board of Trustee Directors	Mrs. Alison Cook (Chair) Mrs. Felicity Broomby Mr. Paul Donlon Mrs. Vivien Foster (resigned 14 April 2014). Mrs Sandra McCarthy Mr. Keith Turner Mrs. Barbara Vigar Mr. Andrew Waters (Honorary Treasurer)
Service Manager	Mrs. Amanda Bell
Company secretary	Mrs Gill Brewster
Registered office and operation address	25 Bevan Place, Swanley, Kent, BR8 8BH
Banker	Lloyds TSB High Street Sevenoaks, Kent
Independent examiner	Alan Peal ACA, Porritt Rainey 9, Pembroke Road, Sevenoaks Kent TN13 1XR

West Kent Mediation Limited
A company limited by guarantee and a registered charity

Report of the Chairman for the year ended 31 March 2014

This will be my last report as the Chairman of West Kent Mediation. It has been a privilege to be associated with a charity which has consistently provided a top quality service and developed new projects such as Parent / Teen Mediation. However despite all the accolades received over the years it seems that budgetary constraints were a major consideration for Kent County Council in awarding the new contract for Restorative Justice. As a result of losing the KCC grant, the charity had the unenviable task of having to release three of its excellent staff, Beverley Giannoni, Dave Dunn and John Herbert, and then cut its cloth accordingly.

This was a huge blow to the organisation and a time for re-evaluation and refocusing ensued with both the trustees and the many exceptional volunteers who are the backbone of the charity.

Having gone through this process, there is now a growing sense of optimism about the future of WKM as there is undoubtedly a continuing and growing need for its services. It is most encouraging that new trustees are coming forward to take on the challenge.

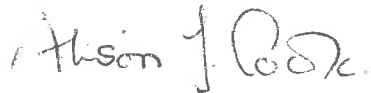
It has obviously been an extremely challenging time for Amanda Bell, Chief Executive, and Gill Brewster, Service Co-ordinator and we are greatly indebted to them both for retaining their motivation and for tirelessly promoting the services which WKM can provide.

My thanks also go to my fellow Trustees for their continuing support and optimism, Sadly, Vivien Foster stood down during the year having served both as a volunteer and a much valued Trustee with considerable H.R. experience. One of the charity's founder members, Felicity Broomby, will also be standing down at the AGM as will Paul Donlon who has contributed so much in publicising the work of the organisation.

They will all be greatly missed and we thank them for their active stewardship.

Finally I would like to thank our funders; we are most grateful for their support and look forward to continuing our relationship with them.

Alison Cook
Chairman



19 September 2014

Report of the Trustee Directors

For the year ended 31 March 2014

The Board of Trustee Directors presents their report and the financial statements for the year ended 31 March 2014.

Activities

West Kent Mediation provides a free and confidential mediation service to the local community and its citizens. Mediation is a means of conflict resolution enabling people in dispute to reach a mutually acceptable agreement with the help of mediators, who are a neutral third parties.

Achievements

The Trustee Directors are pleased to announce that West Kent Mediation has achieved its aims and objectives for the current year. These were to train a number of volunteers in restorative conferencing and to offer this additional service to the local community, increase awareness of our workplace mediation, peer mediation and parent teen mediation services, and to maintain current referral levels to West Kent Mediation, which has been met through increased partner working with both statutory and voluntary organisations. The Trustee Directors can also report that the service has received many complimentary responses when carrying out evaluations of customer satisfaction during the past year. Regrettably West Kent Mediation were unsuccessful in tendering for a three year Restorative Justice contract with KCC.

Results

The net outgoing resources for the year amounted to £6,669 (2013 -net incoming resources of £6,337), of which a surplus of £12,268 (2013 -£21,974) related to unrestricted activities and a deficit of £18,937 (2013 - deficit of £15,637) to restricted activities.

After a transfer to restricted activities of £15,000 (2013 £15,000), the net deficit on unrestricted activities of £2,732 (2013- net surplus of £6,974) was added to cumulative unrestricted funds, which totalled at 31 March 2014 £74,714 (2013 £77,446). The cumulative restricted funds balance at 31 March 2014 amounted to £1,248 (2013 £5,185).

Comments on current activities

The company's operations are directed from the Board of Trustee Directors, which meets on a regular basis, and is responsible for the supervisory management of the charitable company. The mediation activities are undertaken by volunteers who are recruited, trained, supported and supervised by our 5 paid members of staff. The main funding for the company's charitable activities was provided by and through the local authorities of Sevenoaks, Tonbridge & Malling and Tunbridge Wells, Kent Probation Board, local Housing Associations together with donations from town and parish councils and others. We are extremely grateful for the enthusiasm and support of all our funders. Funding for (a) below is unrestricted, whereas the funding for (b) to (c) is restricted. We work in close partnerships with multi agency groups, including social services, the Police, social landlords, local government and Citizens Advice Bureau.

Current fields of activity are (a) community mediation, which is designed to resolve conflicts in the local community, particularly between neighbours; (b) restorative justice mediation, which brings offenders together with their victims to ensure that they have a better understanding of the cause and effect of crime; (c) parent/teenage mediation, which supports and helps rebuild family relationships, (d) peer mediation which trains young people in mediation skills, (e) restorative conferencing which helps resolve multi party disputes within the community, schools and in the workplace and (f) Anger Management Coaching.

Future strategy

West Kent Mediation Limited
A company limited by guarantee and a registered charity

The charity continues to seek to expand its mediation services, particularly in the areas of restorative justice, anger management, conflict resolution and mediation involving young people.

Public Benefit

The Board of Trustees Directors confirms that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

Structure

The charity is controlled by its governing document, its memorandum and articles of association, and constitutes a limited company limited by guarantee as defined by the Companies Act 2006.

Trustee Recruitment

The Board of Trustee Directors undertakes a regular audit of the Board's composition to ensure that members' expertise and interests are fully utilised, and to identify any skills gaps. They also review the methods employed to recruit new trustees; these include through word of mouth and networking, insertions in newsletters circulated to the charity service users and volunteers, through the West Kent Mediation website, advertisements in local free papers and via displays on community centre/village notice boards.

Reserves policy

The Board of Trustee Directors has established a policy whereby the unrestricted free reserves held by the company should be maintained at a level where it is considered that a broad business base can be laid for the charity to continue its current activities. The unrestricted free reserves amounted to £77,677 at 31 March 2013, of which the Trustees have designated certain reserves to make provision for the event should the company be required to make payment for its office accommodation and/or closure costs if ongoing finance is not received. The policy is monitored and reviewed annually.

Risk management

The Board of Trustee Directors has examined the major strategic, business and operational risks which the company faces and confirm that systems have been established to enable regular reports to be produced, so that current controls can be monitored and improvements introduced, as and when necessary.

Responsibilities of the Board of Trustee Directors

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit and loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently ;
- make judgements and estimates which are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the association will continue to operate;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statements of accounts.

The directors acknowledge that they are responsible for maintaining proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the charitable company and to enable them to ensure that the financial statements comply with Companies Act

West Kent Mediation Limited

A company limited by guarantee and a registered charity

2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the board of trustee directors

Members of the Board of Trustee Directors, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

Subsequent to 31 March 2014, on 14 April 2014, Mrs. Vivien Foster resigned as a Trustee Director .

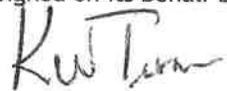
Company limited by guarantee

The company is limited by guarantee and has no share capital. The statutory members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of a winding up. The total number of such guarantees at 31 March 2013 was eight.

The report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (revised 2008) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board of Trustee Directors on 19 September 2014

Signed on its behalf by



Keith Turner

Trustee Director

Independent examiner's report to the Trustees of West Kent Mediation Limited

West Kent Mediation Limited

A company limited by guarantee and a registered charity

I report on the financial statements of the company for the year ended 31 March 2014, which are set out on pages 7 to 13.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiners' 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 386 of the Companies Act 2006; and
 - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 2006 and the Statement of Recommended Practice Accounting and Reporting by Charities (revised 2005) have not been met: or
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the account reached.

2 October 2014

Name of principal : Alan Peal
Name of firm: Porritt Rainey
Relevant professional qualification or body: Chartered Accountant
Address: 9 Pembroke Road
Sevenoaks, Kent, TN13 1XR



West Kent Mediation Limited
A company limited by guarantee and a registered charity

Statement of Financial Activities
(Including income and expenditure account)

for the year ended 31 March 2014

	Notes	Unrestricted £	Restricted £	Total 2014 £	Total 2013 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income :					
Donations and other income		715	-	715	403
Interest		1,052	-	1,052	819
Incoming resources from charitable activities:					
Grants	3	25,803	61,322	87,125	132,644
Mediation fees		1,208	-	1,208	1,250
Training fees		-	-	-	-
Total incoming resources		28,778	61,322	90,100	135,116
Resources expended					
Charitable expenditure	4	16,360	79,909	96,269	127,999
Governance costs	5	150	350	500	780
Total resources expended		16,510	80,259	96,769	128,779
Net incoming/(outgoing) resources for the year					
		12,268	(18,937)	(6,669)	6,337
Funds brought forward		77,446	5,185	82,631	76,294
Transfer		(15,000)	15,000	-	-
Funds carried forward		74,714	1,248	75,962	82,631

All activities derive from continuing operations.

The statement of financial activities includes all gains and losses in the year.

The notes on pages 9 to 13 form part of these financial statements.

West Kent Mediation Limited
A company limited by guarantee and a registered charity

Balance Sheet

31 March 2014

	Notes	2014	2013
		£	£
Current assets			
Debtors	8	-	-
Cash at bank		89,472	111,570
Creditors: amounts falling due within one year	9	<u>(13,510)</u>	<u>(28,939)</u>
Net current assets		<u>75,962</u>	<u>82,631</u>
Total net assets		<u>75,962</u>	<u>82,631</u>
Funds			
Restricted	10	1,248	5,185
Unrestricted	10		
Designated		22,000	26,000
Other		<u>52,714</u>	<u>77,446</u>
		<u>75,962</u>	<u>82,631</u>

For the year ended 31 March 2013 the company was entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006.

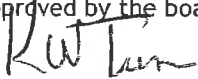
The members have not deposited notice, pursuant to Section 476 of the companies Act 2006 requiring an audit of these financial statements.

The directors acknowledge their responsibility for:

- (a) ensuring the company keeps accounting records in accordance with section 386 and 387 of the Companies Act 2006, and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of its financial year and of its profit for that year in accordance with the requirements of sections 394 and 395 of the Companies Act 2006 and which otherwise comply with the accounting requirements of that Act relating to accounts so far as they are applicable to the company.

These accounts have been prepared in accordance with the special provision of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the board on 19 September 2014 and signed on its behalf


Keith Turner

Trustee Director

The notes on pages 9 to 13 form part of these financial statements

Notes to the financial statements
For the year ended 31 March 2014

1. Accounting policies

(a) **Basis of accounting**

The financial statements are prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller entities (effective April 2008) the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

(b) **Fund accounting**

Unrestricted funds are used in accordance with the charitable objectives at the discretion of the trustees. Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

(c) **Incoming resources**

Income from charitable activities includes grants which, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Where the performance is due to occur over a period, grants are credited evenly over that period.

Where the grant is for the purchase of fixed assets, the same policy is adopted.

Voluntary income includes donations, gifts and legacies and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivable basis and arises from interest bearing deposit accounts.

(d) **Resources expended**

Expenditure is recognised when a liability is incurred. Resources expended include attributable irrecoverable VAT.

Charitable activities include expenditure associated with the charity's objectives. The expenditure includes both the direct costs and support costs relating to these activities.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

Support costs include central functions and are allocated to activity cost categories on a basis consistent with the use of resources.

(e) **Tangible fixed assets**

Depreciation is provided on fixtures and fittings at 100% in order to write off the expense within the year. Notwithstanding this, an asset register is kept of all relevant purchases.

West Kent Mediation Limited
A company limited by guarantee and a registered charity

- (f) **Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.
- (g) **Taxation**
The charity is exempt from corporation tax on its charitable activities..

2. 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 a winding -up is limited to £10.

3. Grants utilised in year

	Unrestricted £	Restricted £	2014 £	2013 £
KCC-Victim/Offender	-	47,322	47,322	80,244
Sevenoaks District Council	-	5,000	5,000	9,900
Tonbridge & Malling Borough Council	-	3,000	3,000	3,000
Tonbridge & Malling Borough- Peer Mediation	-	-	-	1,200
Tunbridge Wells Borough	-	6,000	6,000	5,850
West Kent Housing Association	6,700	-	6,700	3,800
West Kent Police	8,538	-	8,538	11,000
Russet Homes	4,000	-	4,000	2,400
Town & Country Housing	4,100	-	4,100	5,300
Edenbridge Town Council	440	-	440	400
Sevenoaks Town Council	550	-	550	550
Kent Probation	1,475	-	1,475	-
Henry Smith Foundation	-	-	-	10,000
	<u>25,803</u>	<u>61,322</u>	<u>87,125</u>	<u>132,644</u>
Deferred income brought forward	5,600	9,000	14,600	18,800
Received in year	23,303	53,822	77,125	128,444
Deferred income carried forward	<u>(3,100)</u>	<u>(1,500)</u>	<u>(4,600)</u>	<u>(14,600)</u>
Utilised in year	<u>25,803</u>	<u>61,322</u>	<u>87,125</u>	<u>132,664</u>

West Kent Mediation Limited
A company limited by guarantee and a registered charity

4. Total Resources expended

	Unrestricted £	Restricted £	2014 £	2013 £
Staff costs	10,787	67,326	78,113	102,901
Staff expenses	351	2,666	3,017	6,817
Volunteer, training & supervision	1,877	1,788	3,665	7,821
Premises & insurance	2,164	5,051	7,215	7,048
Communications	62	145	207	251
Stationery & computer consumables	672	1,569	2,241	1,831
Professional & subscriptions	114	265	379	-
Depreciation				353
Miscellaneous expenses	4	9	13	-
Advertising & Presentations	265	617	882	350
Support costs (see note 5 below)	214	823	1,037	1,407
	16,510	80,259	96,769	128,779

5. Support Costs

(including governance costs)

	Charitable activities £	Governance £	2014 £	2013 £
Payroll costs	484	-	484	406
Trustee expenses	53	-	53	221
Accountant's fee	-	500	500	780
	537	500	1,037	1,407

6. Net incoming resources

This is stated after charging:

	2014 £	2013 £
Depreciation of tangible fixed assets	-	353
Independent accountant's fee	500	780

West Kent Mediation Limited
A company limited by guarantee and a registered charity

7. Staff costs

	2014	2013
	£	£
Staff costs during the year were as follows:		
Salaries and wages	71,577	91,262
Social security costs	4,940	7,428
Pension costs	1,596	4,211
	<u>78,113</u>	<u>102,901</u>

No employee received emoluments above £60,000.

The average weekly number of employees during the year calculated on the basis of full time equivalent was 3 (all of whom except 2 were employed part time).

The company contributes for two employees into The Pensions Trust Money Purchase Plan for Charities and Voluntary Organisations. The company has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 31 March 2014. At of this date the estimate employer debt for the company was £6,709 which has been provided for by the company (2013- £6,709).

8. Debtors

	2014	2013
	£	£
Other debtors	<u>-</u>	<u>-</u>

9. Creditors:

Amounts falling due within one year

	2014	2013
	£	£
Other creditors	8,910	14,339
Deferred income	<u>4,600</u>	<u>14,600</u>
	<u>13,510</u>	<u>28,938</u>

Incoming resources in the current year amounting to £4,600 (2013-£14,600) have been deferred to future years, in order that grants can be recognised in the period to which they relate.

West Kent Mediation Limited
A company limited by guarantee and a registered charity

10. Analysis of net assets between funds

	Unrestricted	Restricted	2014	2013
	£	£	£	£
Current assets	78,927	10,545	89,472	111,570
Current liabilities	(4,213)	(9,297)	(13,510)	(28,939)
Net assets	74,714	1,248	75,962	82,631

11. Movement in funds

	Balance 1 April 2013	Movement in resources		Transfers	Balance 31 March 2014
	£	Income £	Expenditure £	£	£
Restricted Funds:					
Victim/Offender	5,185	61,322	80,259	15,000	1,248
Total Restricted Funds	5,185	61,322	80,259	15,000	1,248
Unrestricted Fund					
Designated reserve	26,000	-	-	(4,000)	22,000
General Funds	51,446	28,778	16,510	(11,000)	52,714
Total Funds	82,631	90,100	96,769	-	75,962

The balances of the Restricted Funds as at 31 March 2014 amounting to £1,248 are being further used within the concurrent financial year in the continuance of the ongoing projects of the victim offender mediation service, the victim liaison service, restorative justice training and service promotion.

The balances of the Unrestricted Funds at 31 March 2014 amounting to £74,714 are being further used in the concurrent financial year in the continuance of the ongoing projects of promotion of mediation, training and competency and the further mediation services of peer and parent teenager mediation together with the core community mediation service, and of which £22,000 has been set aside as a designated reserve as a provision for a potential requirement of funds to pay for office accommodation in the future and/or closure costs if ongoing finance is not received.

12. Trustee directors

The Directors, who also act as Trustees, did not receive any remuneration during the year. No Trustees (2013-two) were reimbursed (2013-£132) of expenses during the year

West Kent Mediation Limited
A company limited by guarantee and a registered charity

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West Kent Mediation Limited

A company limited by guarantee and a registered charity

25 Bevan Place

Swanley Kent BR8 8BH

T: 01322 615774

F: 01322 668237

E: theoffice@wkm.org.uk

Charity Registration number 1100637

Company registration number 4830437 (England and Wales)

West Kent Mediation Limited

A company limited by guarantee and a registered charity

Trustees' Report and Financial Statements

for the year ended 31 March 2013

West Kent Mediation Limited
A company limited by guarantee and a registered charity

Contents

31 March 2013

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Page 2	Report of the Chairman
Page 3	Report of the trustee directors
Page 6	Report of the Independent examiner
Page 7	Statement of financial activities
Page 8	Balance sheet
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West Kent Mediation Limited
A company limited by guarantee and a registered charity

Legal and administrative information

31 March 2013

Status

The organisation was originally established as a charity on 26 January 1996 as West Kent Independent Mediation Service - Charity No. 1052269. It was incorporated as a Company Limited by Guarantee on 11 November 2003, under the name West Kent Mediation - Company No. 4830437. It was re-registered as a charity under the name West Kent Mediation on 11 November 2003 - Charity No 1100637.

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.

Under these Articles the Trustee Directors hold unremunerated executive offices but may be reimbursed for all reasonable expenses in connection with the discharge of their duties of behalf of the charity.

Annually, one third of the Trustee Directors retire by rotation at the AGM. Additionally any trustee directors who have been appointed by the Board of Trustee Directors since the last AGM shall hold office only until the next following AGM. If not re-appointed at that AGM he/she shall vacate office at the conclusion of the meeting.

Board of Trustee Directors	Mrs. Alison Cook (Chair) Mrs. Felicity Broomby Mr. Paul Donlon Mrs. Vivien Foster Mrs Sandra McCarthy Mr. Keith Turner Mrs. Barbara Vigar Mr. Andrew Waters (Honorary Treasurer)
Service Manager	Mrs. Amanda Bell
Company secretary	Mrs Gill Brewster
Registered office and operation address	25 Bevan Place, Swanley, Kent, BR8 8BH
Banker	Lloyds TSB High Street Sevenoaks, Kent
Independent examiner	Alan Peal ACA, Porritt Rainey 9, Pembroke Road, Sevenoaks Kent TN13 1XR

West Kent Mediation Limited
A company limited by guarantee and a registered charity

Report of the Chairman for the year ended 31 March 2013

West Kent Mediation became a charity in 1996 following an initiative from Sevenoaks District Council in a bid to help resolve neighbour disputes. Its subsequent successful growth owes much to the leadership shown by its first Chairman, Ann Howard. It was therefore with considerable regret that Trustees accepted her resignation during the year but were delighted that she agreed to become Hon. President.

Despite the continuing uncertainties around securing future contracts with KCC it has been business as usual as the Charity has sought to maximise its funding sources and explore opportunities to further develop its services to meet a growing need for impartial and confidential mediation. Both Staff and Trustees have risen to the challenge and examined all avenues to continue providing top quality support within an even tougher budget.

WKM has many attributes but its key strengths lie in its highly motivated Staff and its dedicated, professional volunteer mediators. Despite all the obstacles and uncertainties they have continued to work with enthusiasm, optimism and drive. We are indebted to them and they rightly deserve the complimentary feedback they receive. I would also like to commend my fellow Trustees for their shrewd judgement and determination.

WKM has been successful in securing various grant applications. In addition it has received funding from the three local Borough and District Councils that we cover, Town and Parish Councils, Housing Associations, the Police, Integrated Youth Services and Kent Probation, to whom we are most grateful for their continued support.

Amanda Bell, the Chief Executive has been working closely with colleagues from across Kent to form an umbrella consortium with the aim of bidding for KCC tenders and for other joint venture opportunities.

Whatever the future holds, West Kent Mediation will continue to adapt to meet new challenges but it will not compromise its ethos or its standards.



Alison Cook

Chairman

16 November 2013

West Kent Mediation Limited
A company limited by guarantee and a registered charity

Report of the Trustee Directors

For the year ended 31 March 2013

The Board of Trustee Directors presents their report and the financial statements for the year ended 31 March 2013.

Activities

West Kent Mediation provides a free and confidential mediation service to the local community and its citizens. Mediation is a means of conflict resolution enabling people in dispute to reach a mutually acceptable agreement with the help of mediators, who are a neutral third parties.

Achievements

The Trustee Directors are pleased to announce that West Kent Mediation has achieved its aims and objectives for the current year. These were to train a number of volunteers in restorative conferencing and to offer this additional service to the local community, increase awareness of our workplace mediation, peer mediation and parent teen mediation services, and to maintain current referral levels to West Kent Mediation, which has been met through increased partner working with both statutory and voluntary organisations. The Trustee Directors can also report that the service has received many complimentary responses when carrying out evaluations of customer satisfaction during the past year.

Results

The net incoming resources for the year amounted to £6,337 (2012 £1,001), of which a surplus of £21,974 (2012 -£23,645) related to unrestricted activities and a deficit of £15,637 (2012 - deficit of £21,644) to restricted activities.

After a transfer to restricted activities of £15,000 (2012 £25,000), the net surplus on unrestricted activities of £6,974 (2012- net deficit of £2,355) was added to cumulative unrestricted funds, which totalled at 31 March 2013 £77,446 (2012 £70,472). The cumulative restricted funds balance at 31 March 2013 amounted to £5,185 (2012 £5,822).

Comments on current activities

The company's operations are directed from the Board of Trustee Directors, which meets on a regular basis, and is responsible for the supervisory management of the charitable company. The mediation activities are undertaken by volunteers who are recruited, trained, supported and supervised by our 5 paid members of staff. The main funding for the company's charitable activities was provided by and through the local authorities of Sevenoaks, Tonbridge & Malling and Tunbridge Wells, Kent Probation Board, West Kent Police, local Housing Associations together with donations from town and parish councils and others. We are extremely grateful for the enthusiasm and support of all our funders. Funding for (a) below is unrestricted, whereas the funding for (b) to (c) is restricted. We work in close partnerships with multi agency groups, including social services, the Police, social landlords, local government and Citizens Advice Bureau.

Current fields of activity are (a) community mediation, which is designed to resolve conflicts in the local community, particularly between neighbours; (b) restorative justice mediation, which brings offenders together with their victims to ensure that they have a better understanding of the cause and effect of crime; (c) parent/teenage mediation, which supports and helps rebuild family relationships, (d) peer mediation which trains young people in mediation skills, (e) restorative conferencing which helps resolve multi party disputes within the community, schools and in the workplace and (f) Anger Management Coaching.

Future strategy

The charity continues to seek to expand its mediation services, particularly in the areas of restorative justice, anger management, conflict resolution and mediation involving young people.

West Kent Mediation Limited

A company limited by guarantee and a registered charity

Public Benefit

The Board of Trustees Directors confirms that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

Structure

The charity is controlled by its governing document, its memorandum and articles of association, and constitutes a limited company limited by guarantee as defined by the Companies Act 2006.

Trustee Recruitment

The Board of Trustee Directors undertakes a regular audit of the Board's composition to ensure that members' expertise and interests are fully utilised, and to identify any skills gaps. They also review the methods employed to recruit new trustees; these include through word of mouth and networking, insertions in newsletters circulated to the charity service users and volunteers, through the West Kent Mediation website, advertisements in local free papers and via displays on community centre/village notice boards.

Reserves policy

The Board of Trustee Directors has established a policy whereby the unrestricted free reserves held by the company should be maintained at a level where it is considered that a broad business base can be laid for the charity to continue its current activities. The unrestricted free reserves amounted to £77,677 at 31 March 2013, of which the Trustees have designated certain reserves to make provision for the event should the company be required to make payment for its office accommodation and/or closure costs if ongoing finance is not received. The policy is monitored and reviewed annually.

Risk management

The Board of Trustee Directors has examined the major strategic, business and operational risks which the company faces and confirm that systems have been established to enable regular reports to be produced, so that current controls can be monitored and improvements introduced, as and when necessary.

Responsibilities of the Board of Trustee Directors

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit and loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently ;
- make judgements and estimates which are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the association will continue to operate;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statements of accounts.

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

West Kent Mediation Limited

A company limited by guarantee and a registered charity

Members of the board of trustee directors

Members of the Board of Trustee Directors, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 3.

During the year Mrs. Ann Howard resigned as a Trustee Director on 19 September 2012.

Company limited by guarantee

The company is limited by guarantee and has no share capital. The statutory members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of a winding up. The total number of such guarantees at 31 March 2013 was eight.

The report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (revised 2008) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Subsequent event

Subsequent to 31 March 2013, the charity was advised that its contract with Kent County Council to provide Restorative Justice mediation will cease from 30 September 2013. The amount received in respect of this contract for the year ended 31 March 2013 was £80,244.

While the Trustees are disappointed that this contract was not renewed, they are of the opinion that this will not affect the ability of the charity to continue to provide other mediation services in the short term.

Approved by the Board of Trustee Directors on 16 November 2013

Signed on its behalf by



Keith Turner

Trustee Director

West Kent Mediation Limited
A company limited by guarantee and a registered charity

Independent examiner's report to the Trustees of West Kent Mediation Limited

I report on the financial statements of the company for the year ended 31 March 2013, which are set out on pages 7 to 13.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiners' 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 386 of the Companies Act 2006; and
 - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 2006 and the Statement of Recommended Practice Accounting and Reporting by Charities (revised 2005) have not been met: or
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the account reached.

19 November 2013

Name of principal : Alan Peal
Name of firm: Porritt Rainey
Relevant professional qualification or body: Chartered Accountant
Address: 9 Pembroke Road
Sevenoaks, Kent, TN13 1XR



West Kent Mediation Limited
A company limited by guarantee and a registered charity

Statement of Financial Activities
(Including income and expenditure account)

for the year ended 31 March 2013

	Notes	Unrestricted £	Restricted £	Total 2013 £	Total 2012 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income :					
Donations and other income		403	-	403	700
Interest		819	-	819	549
Incoming resources from charitable activities:					
Grants	3	36,400	96,244	132,644	118,208
Mediation fees		-	1,250	1,250	9,279
Training fees		-	-	-	3,600
Total incoming resources		37,622	97,494	135,116	132,336
Resources expended					
Charitable expenditure	4	15,414	112,585	127,999	131,045
Governance costs	5	234	546	780	290
Total resources expended		15,648	113,131	128,779	131,335
Net incoming/(outgoing) resources for the year		21,974	(15,637)	6,337	1,001
Funds brought forward		70,472	5,812	76,294	75,293
Transfer		(15,000)	15,000	-	-
Funds carried forward		77,446	5,185	82,631	76,294

All activities derive from continuing operations.

The statement of financial activities includes all gains and losses in the year.

The notes on pages 9 to 13 form part of these financial statements.

West Kent Mediation Limited
A company limited by guarantee and a registered charity

Balance Sheet
31 March 2013

	Notes	£	2013 £	£	2012 £
Current assets					
Debtors	8	-		-	
Cash at bank		111,570		101,382	
Creditors: amounts falling due within one year	9	<u>(28,939)</u>		<u>(25,088)</u>	
Net current assets			<u>82,631</u>		<u>76,294</u>
Total net assets			<u>82,631</u>		<u>76,294</u>
Funds					
Restricted	10		5,185		5,812
Unrestricted	10				
Designated		26,000		10,000	
Other		<u>51,446</u>	<u>77,446</u>	<u>60,472</u>	<u>70,472</u>
			<u>82,631</u>		<u>76,294</u>

For the year ended 31 March 2013 the company was entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006.

The members have not deposited notice, pursuant to Section 476 of the companies Act 2006 requiring an audit of these financial statements.

The directors acknowledge their responsibility for:

- (a) ensuring the company keeps accounting records in accordance with section 386 and 387 of the Companies Act 2006, and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of its financial year and of its profit for that year in accordance with the requirements of sections 394 and 395 of the Companies Act 2006 and which otherwise comply with the accounting requirements of that Act relating to accounts so far as they are applicable to the company.

These accounts have been prepared in accordance with the special provision of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the board on 16 November 2013 and signed on its behalf


Keith Turner

Trustee Director

The notes on pages 9 to 13 form part of these financial statements

West Kent Mediation Limited
A company limited by guarantee and a registered charity

Notes to the financial statements
For the year ended 31 March 2013

1. Accounting policies

(a) **Basis of accounting**

The financial statements are prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller entities (effective April 2008) the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

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West Kent Mediation Limited
A company limited by guarantee and a registered charity

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The charity is exempt from corporation tax on its charitable activities..

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Tonbridge & Malling Borough- Peer Mediation	-	3,500	1,200	1,200
Tunbridge Wells Borough	-	4,500	5,850	5,850
West Kent Housing Association	3,800	-	3,800	2,533
West Kent Police	11,000	-	11,000	5,275
Henry Smith Foundation	10,000	-	10,000	-
Russet Homes	6,800	-	2,400	2,400
Town & Country Housing	4,200	-	5,300	5,300
Edenbridge Town Council	400	-	400	-
Sevenoaks Town Council	200	-	550	550
The Brook Trust	-	-	-	1,932
Kent Peoples Trust	-	-	-	624
	36,400	96,244	132,644	118,208
Deferred income brought forward	7,800	11,000	18,800	19,639
Received in year	34,200	94,244	128,444	117,369
Deferred income carried forward	(5,600)	(9,000)	(14,600)	(18,800)
Utilised in year	36,400	96,244	132,664	118,208

West Kent Mediation Limited
A company limited by guarantee and a registered charity

4. Total Resources expended

	Unrestricted £	Restricted £	2013 £	2012 £
Staff costs	11,096	91,805	102,901	101,065
Staff expenses	379	6,438	6,817	5,881
Volunteer, training & supervision	883	6,938	7,821	11,098
Premises & insurance	2,114	4,934	7,048	6,433
Communications	75	176	251	507
Stationery & computer consumables	549	1,282	1,831	2,876
Professional & subscriptions	-	-	-	70
Depreciation	106	247	353	1,405
Miscellaneous expenses	-	-	-	51
Advertising & Presentations	105	245	350	725
Support costs (see note 5 below)	341	1,066	1,407	1,224
	15,648	113,131	128,779	131,335

5. Support Costs

(including governance costs)

	Charitable activities £	Governance £	2013 £	2012 £
Payroll costs	406	-	406	407
AGM expenses	-	-	-	378
Trustee expenses	221	-	221	149
Accountant's fee	-	780	780	290
	627	780	1,407	1,224

6. Net incoming resources

This is stated after charging:

	2013 £	2012 £
Depreciation of tangible fixed assets	353	1,405
Independent accountant's fee	780	290

West Kent Mediation Limited
A company limited by guarantee and a registered charity

7. Staff costs

	2013 £	2012 £
Staff costs during the year were as follows:		
Salaries and wages	91,262	88,039
Social security costs	7,428	7,272
Pension costs	4,211	5,754
	<u>102,901</u>	<u>101,065</u>

No employee received emoluments above £60,000.

The average weekly number of employees during the year calculated on the basis of full time equivalent was 4 (all of whom except 2 were employed part time).

The company contributes for two employees into The Pensions Trust Money Purchase Plan for Charities and Voluntary Organisations. The company has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 31 March 2013. At of this date the estimated employer debt for the company was £6,709 which has been provided for by the company (2012- £4,407).

8. Debtors

	2013 £	2012 £
Other debtors	-	-

9. Creditors:

Amounts falling due within one year

	2013 £	2012 £
Other creditors	14,339	6,288
Deferred income	<u>14,600</u>	<u>18,800</u>
	<u>28,938</u>	<u>25,088</u>

Incoming resources in the current year amounting to £14,600 (2012-£18,800) have been deferred to future years, in order that grants can be recognised in the period to which they relate.

West Kent Mediation Limited
A company limited by guarantee and a registered charity

10. Analysis of net assets between funds

	Unrestricted	Restricted	2013	2012
	£	£	£	£
Current assets	98,840	12,730	111,570	101,382
Current liabilities	(21,394)	(7,545)	(28,939)	(25,088)
Net assets	77,446	5,185	82,631	76,294

11. Movement in funds

	Balance 1 April 2012	Movement in resources		Transfers	Balance 31 March 2013
	£	Income £	Expenditure £	£	£
Restricted Funds:					
Victim/Offender	5,822	97,494	113,131	15,000	5,185
Total Restricted Funds	5,822	97,494	113,131	15,000	5,185
Unrestricted Fund					
Designated reserve	10,000	-	-	16,000	26,000
General Funds	60,472	37,622	15,648	(31,000)	51,446
Total Funds	76,294	135,116	128,779	-	82,631

The balances of the Restricted Funds as at 31 March 2013 amounting to £5,185 are being further used within the concurrent financial year in the continuance of the ongoing projects of the victim offender mediation service, the victim liaison service, restorative justice training and service promotion.

The balances of the Unrestricted Funds at 31 March 2013 amounting to £77,446 are being further used in a concurrent financial year in the continuance of the ongoing projects of promotion of mediation, training and competency and the further mediation services of peer and parent teenager mediation together with the core community mediation service, and of which £26,000 has been set aside as a designated reserve as a provision for a potential requirement of funds to pay for office accommodation in the future and/or closure costs if ongoing finance is not received.

The balances of both Restricted and Unrestricted Funds are held in bank balances and a short term time bank deposit.

12. Trustee directors

The Directors, who also act as Trustees, did not receive any remuneration during the year. Two Trustees (2012-None) were reimbursed £132 for expenses during the year.



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 **[21.03.2016]** 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

THE SEVENOAKS SOCIETY

NAME OF CONTACT

DAVID GAMBLE

ADDRESS OF CONTACT

LITTLE BRITAINS, BRITAINS LANE

SEVENOAKS

POSTCODE TN13 2JU

TELEPHONE NO: DAYTIME

078 00994686

EVENING

01732 458898

EMAIL ADDRESS

gamble@riskrisk.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

PLEASE GIVE NUMBERS IN
YOUR ORGANISATION WHO
ARE

A) PAID	0
B) VOLUNTEERS	30
C) SIZE OF MEMBERSHIP/BENEFICIARIES	850

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

ALMOST ALL

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 500

PLEASE DESCRIBE YOUR PROJECT

LOCAL LIST

WE ARE NOW HALFWAY TO COMPLETING
THIS SUBSTANTIAL PROJECT AND
EXPECT THE FIRST TRANCHE OF
PROPERTIES SELECTED TO BE
HANDLED OVER TO SDL FOR PUBLIC
CONSULTATION EARLY IN 2016.
WE ARE BEING ASKED BY OTHER KENT
TOWNS FOR ADVICE ON LOCAL LIST.

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

WE HOLD TWO GATHERINGS OF THE
IA SURVEYORS EACH YEAR TO KEEP
THEM INFORMED AND ENTHUSIASTIC.
REFRESHMENT COSTS ARE ESTIMATED AT
£150 A TIME. WE ALSO HAVE STATIONERY
COSTS RELATED TO RESEARCH AND
PROVISION OF INFORMATION FOR THE
SELECTION PANEL OF £200.

THE SEYENOKS SOCIETY'S MISSION STATEMENT IS "FOR THE CONSERVATION AND IMPROVEMENT OF THE TOWN." THE SOCIETY REVIEWS PLANNING APPLICATIONS, COMMENTS ON TOWN PLANS AND ORGANISES EVENTS, TREE EXHIBITIONS AND, ON OCCASIONS, CAMPAIGNS. 850 MEMBERS.

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

WE HAVE PROVIDED A MONTHLY REPORT
ON OUR PROGRESS TO DATE TO STC.
WE COULD PROVIDE SIGHT OF THE
SELECTION LIST WHICH WILL GO TO
SDC.

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£ 18127

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT

24

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

£ 6700

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.

\$500 in 2014 FOR REVENUE
EXPENDITURE RELATED TO THE
LOCAL LIST PROJECT.

Grant 34



THE SEVENOAKS SOCIETY
for the conservation and improvement of the town

RECEIVED
29 JUN 2015

Ms Michele MacDonald
Committee Clerk
Sevenoaks Town Council
Bradbourne Vale Road
Sevenoaks
Kent TN13 3QG

June 26th 2015

Dear Ms MacDonald,

Application for a grant from STC

Please find enclosed our application. I trust everything is in order and look forward to hearing from you in due course.

Yours sincerely,

David Gamble.

David Gamble
Chairman, Sevenoaks Society
Little Brittains, Brittains Lane, Sevenoaks, Kent TN13 2JW
Mobile 07800994686

RECEIVED
14 AUG 2015

Grant
42



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 [21.03.2016] 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

BRADBOURNE RESIDENTS' ASSOCIATION

NAME OF CONTACT

BYRON BROWN

ADDRESS OF CONTACT

12 MADISON WAY

SEVENOAKS

POSTCODE TN13 3EF

TELEPHONE NO: DAYTIME

01732 452560

EVENING

01732 452560

EMAIL ADDRESS

B-Brown7@sky.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

REPRESENTING THE INTERESTS OF RESIDENTS OF THE FORMER BRADBOURNE ESTATE RE: LOCAL ISSUES OF COMMON CONCERN, ENCOMPASSING COMMUNITY AFFAIRS, INFRASTRUCTURE MATTERS AND THE LIKE, SUCH ISSUES INCLUDE ROADS & FOOTPATHS, PARKING, ROAD SAFETY AND, PARTICULARLY, THE BRADBOURNE LAKES PARK FOR WHICH THE ASSOCIATION ORGANISES REGULAR VOLUNTEER WORKING PARTIES AND PERIODIC EVENTS. THE ASSOCIATION ALSO PLAYS ITS PART IN VARIOUS LOCAL GOVERNMENT INITIATIVES, SUCH AS THE NEIGHBOURHOOD DEVELOPMENT PLAN,

PLEASE GIVE NUMBERS IN
YOUR ORGANISATION WHO
ARE

A) PAID	NIL
B) VOLUNTEERS	40
C) SIZE OF MEMBERSHIP/BENEFICIARIES	370 MEMBERS OUT OF AN ESTIMATED 500 RESIDENTS

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

ALL OF THEM

PART 2 - GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 250

PLEASE DESCRIBE YOUR PROJECT

THE ASSOCIATION IS PURSUING THE RESTORATION OF THE BRADBOURNE LAKES PARK. ONCE A CLASSIC PARK GARDEN OF THE FORMER BRADBOURNE HALL, IT HAS BEEN ALLOWED TO DECAY TO A VERY RUN-DOWN STATE. WITH ITS OWN VOLUNTEER WORKING PARTIES, THE ASSOCIATION IS ATTEMPTING TO REVERSE THIS AT THE SAME TIME AS SEEKING ASSISTANCE AND FINANCE TO ACHIEVE A PROPER RESTORATION, COMMENSURATE WITH THE PARK'S STATUS AS "AN ASSET OF COMMUNITY VALUE".

AS A SMALL ELEMENT WITHIN ALL THIS, THE PROJECT FOR WHICH FUNDS ARE CURRENTLY SORT IS THE PURCHASE AND PLANTING OF TREES.

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

THE OVERGROWN NATURE OF WOODLAND WITHIN THE PARK IS NECESSITATING SEVERE PRUNING AND TREE CLEARANCE. WE WISH TO CONTINUE THE TRADITION OF THE PARK BY REPLANTING WITH SPECIEN ORIENTAL TREES, (HANDKERCHIEF, INDIAN BEAN, TULIP TREE AS EXAMPLES). THIS WOULD BE UNDERTAKEN DURING THE DORMANT PERIOD OF AUTUMN AND WINTER.

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES/NO NO

IF YES, PLEASE GIVE DETAILS

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

THE PROJECT DETAILED HERE IS PURELY FOR TREES. HOWEVER, THE ASSOCIATION IS JUNIOR PARTNER IN A PROPOSED APPLICATION BY SEVENOAKS DISTRICT COUNCIL (SDC) TO THE HERITAGE LOTTERY FUND FOR A MAJOR RESTORATION GRANT. OUR OWN FUNDS THEREFORE, WHILE SIGNIFICANT, ARE EARNMARKED TOWARDS EXPENSES ASSOCIATED WITH THAT APPLICATION AND SUBSEQUENT WORK. THE TOWN COUNCIL HAS BEEN VERY SUPPORTIVE OF THAT ENDEAVOUR. IT IS HOPED THAT IT WOULD LIKEWISE APPROVE THIS TREE PROJECT GRANT.

PART 3 - TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£5,801.17

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT

SEE ABOVE *

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

£645 (Subscriptions)

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

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)

CONSTITUTION

DO YOU HAVE A WRITTEN CONSTITUTION?

YES/NO **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 14 AUGUST 2015

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

BYRON BROWN
SECRETARY

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

BRADBOURNE RESIDENTS ASSOCIATION

BYRON BROWN, 12 MADISON WAY, SEVENOAKS TN13 3EF

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:

- **1st 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.

Balance of Accounts for Bradbourne Residents Associatio

	Debits	Credits	Total
04/09/2013 Balance forward 4/9/03			5382.47
27/12/2013 Nicholas	14.60		5367.87
01/05/2014 Owens	89.06		5278.81
07/05/2014 Subscriptions		24.00	5302.81
30/06/2014 Susscriptions		202.00	5504.81
14/07/2014 Subscriptions		255.00	5759.81
04/08/2014 Subscriptions		127.00	5886.81
31/07/2014 John Ingram	17.14		5869.67
11/09/2014 Subscriptions		18.00	5887.67
17/11/2014 Subscriptions		19.00	5906.67
11/12/2014 Nicholas	105.50		5801.17
01/01/2015 Balance forward			5801.17
03/01/2015 King	65.86		5735.31
13/02/2015 per paypal		0.01	5735.32
04/04/2014 Graham Dean	239.97		5495.35
09/04/2015 Amanda Owens	108.90		5386.45
25/04/2015 PCC Riverhead	60.00		5326.45
28/05/2015 Amanda Owens	138.50		5187.95
11/06/2015 Subscriptions		243.00	5430.95
22/05/2015 Logo	50.00		5380.95
11/05/2015 Subscriptions via Paypal		8.65	5389.60

Margaret Nicholas
Treasurer

Bradbourne Residents' Association
Constitution

As far as is reasonably possible within the confines of the law, this document outlines the operation of the Bradbourne Residents' Association. All previous constitutional documents pertaining to the Bradbourne Park Residents' Association and Bradbourne Lakes Residents' Associations should be hereby considered revoked.

DEFINITIONS

- 1) For the purposes of this document, the 'Area' is considered to consist of the following:

Betenson Avenue, Bosville Drive, Bosville Road, Bradbourne Vale Road, Broomfield Road, Cavendish Avenue, Clock House Lane, Crawshay Close, Hawthorn Lane, Heathfield Road, Hill Crest, Lake View Road, Lambarde Drive, Lambarde Road, Madison Way, Meadow Close, Mount Close, Oakdene Road, Pontoise Close, Robyns Way, Shoreham Lane, The Meadway, Westwood Way, and property connecting, neighbouring or adjoining any of the above.

- 2) For the purposes of this document, the 'Subscription Fee' shall be two pounds sterling unless amended under Paragraph 13 of this document.

NAME

- 3) The name of the Association shall be Bradbourne Residents' Association (also known as the BLRA) and hereinafter referred to as the 'Association'.

AIMS, OBJECTIVES & ACTIVITIES

- 4) The Association should:

- i. safeguard and promote the interests of residents of the Area.
- ii. preserve areas of residential amenity perceived to be under threat.
- iii. improve safety in the Area.
- iv. support activities which promote community cohesion.
- v. regularly consult and inform Members.
- vi. promote membership to all residents of the Area, irrespective of tenure.
- vii. seek to represent the majority view of residents of the Area.

To promote these aims, the Association may engage in any lawful activity it sees fit.

- 5) The Association shall be non-sectarian and non-party political. It may, however, organise hustling meetings prior to local or national elections, and to interview prospective candidates either privately or publicly. Where the Association engages in such activities, all nominated candidates should be invited and treated equally. The Association shall not field or endorse candidates standing for public office.

MEMBERSHIP

- 6) Membership is open to any resident, or owner, of property within the Area. 'Associate' membership shall not be available for those who do not qualify for membership.
- 7) Where an individual subscribes in January, February, March, April or May, the cost of membership per person shall be equal to the Subscription Fee. Their membership shall last until the 31st December.
- 8) Where an individual subscribes in June, July, August, September, October or November, the cost of membership per person shall be equal to half the Subscription Fee. Their membership shall last until the 31st December.
- 9) Where an individual subscribes in December, the cost of membership per person shall be equal to the Subscription Fee. Their membership shall last until the 31st December the following year.
- 10) The Membership Secretary shall write to Members at the beginning of November to encourage them to renew before the New Year and notify them of the Annual General Meeting (AGM) details.
- 11) Where a Member ceases to qualify for membership under Paragraph 6 of this document, their membership shall continue until the 31st December.
- 12) One individual from each of the households which subscribed to the Bradbourne Park Residents' Association in November and December 2011 shall be considered a Member of the Association until 31st December 2012. Thereafter, household membership shall cease to exist. Other individuals from the aforementioned households may become Members at any time subject to the terms outlined in this document.
- 13) At the AGM, the newly elected Committee may increase or decrease the Subscription Fee by £1 without amending this document. Such an activity is subject to the following conditions:
 - i. Changes may not be applied retrospectively. For instance, the subscription fee may not be increased by £2 in one year because it was not raised the previous year.
 - ii. The Membership Secretary should notify Members of the change by letter or email within seven calendar days of the AGM.
 - iii. The change shall apply from January. Those who renew or subscribe in December shall not be subject to the increase. For clarification, AGMs should be held in December.
 - iv. For clarification, this change may only take place once a year.
 - v. For clarification, this change may be cumulative.
- 14) Members are entitled to attend and vote at General Meetings, attend and speak at meetings of the Committee, receive a copy of the Association's newsletter either in an

electronic or paper format, receive draft minutes of General Meetings in either an electronic or paper format and where requested, receive copies of draft minutes of Committee Meetings in either an electronic or paper format. To vote at General Meetings or be elected to the Committee, Members must be at least sixteen years of age.

- 15) The Membership application form should enquire as to Members preferred contact method and the Association should use that method until notified otherwise.
- 16) Town, District or County Councillors covering the Area are entitled to the same rights as Members, without becoming Members. They may be elected to the Committee without being a Member however they may not be Officers of the Association.

THE COMMITTEE

- 17) The Committee is responsible for the operation of the Association and should meet as often as is required.
- 18) The Committee (including Officers) shall be elected using first-past-the-post voting by those Members present at the AGM or, if called for the purpose of electing a committee, Extraordinary General Meeting (EGM). To stand for election to the Committee one needs to be a Member. Members standing for election to the Committee may vote for themselves. A separate ballot shall be held for each space on the Committee. To elect a new committee at an EGM, at least one third of the Association's Members must be present (excluding Committee Members).
- 19) The Committee should consist of at least six and a maximum of twelve people. If less than six Members are prepared to stand for election to the Committee, the Committee may co-opt any Member of the Association to serve on the Committee until the next Committee elections. To do so, the Chairman should contact all Members to ascertain whether anyone wishes to join the Committee. If more than one Member wishes to be co-opted to the Committee then the Committee may choose the Member(s) who, in the Committee's opinion, is (are) most suitable.
- 20) The Chairman, Secretary, Treasurer and Membership Secretary shall be Officers of the Association. Their duties include any activity which may reasonably be expected of someone in the same role in a similar organisation. No Committee Member may fill more than one position unless there are fewer than four Committee Members. No more than one Officer may be elected per household.
- 21) In the letter described in Paragraph 10 the Secretary shall request that those wishing to stand for election to the Committee name themselves by the end of November. Their names shall then be added to a ballot paper for election by the process described in Paragraph 18. Candidates shall be invited by the Secretary to submit up to two hundred words on why they should be elected; submissions should be received at least seventy-two hours prior to the AGM and shall be collated into a single uniform document and presented to Members at the AGM. In the absence of the Secretary, another Officer of the Association may be appointed by the Committee to perform the Secretary's role in the process. A similar process should be used when electing a new Committee at an EGM.

22) A Committee Member's term of office shall last twelve months unless:

- i. resignation is offered in writing to and accepted by the Committee.
- ii. they cease to live.
- iii. they fail to attend three or more Committee meetings without, what is deemed by the Committee as, a good reason.
- iv. a new Committee is elected at a General Meeting.

23) In the event of the Committee losing a member for one of the first three reasons outlined in Paragraph 22, the Committee may co-opt any Member of the Association to serve on the Committee until the next Committee elections. To do so, the Chairman should contact all Members to ascertain whether anyone wishes to join the Committee. If more than one Member wishes to be co-opted to the Committee then the Committee shall choose the Member who, in the Committee's opinion, is most suitable.

24) The Committee shall, as far as possible, be representative of the Area.

25) Committee Members should declare any interest they may have in any topic under discussion and the Committee shall decide if the Committee Member needs to forfeit their right to vote on the matter. Committee Members shall not receive remuneration for their work.

26) The Committee may co-opt up to two people from outside the Association's Membership and/or Area who, in the Committee's opinion, are deemed to be of benefit to the Association by virtue of their skills and/or experience. Committee Members co-opted in this manner are permitted to vote on Committee matters and may be in addition to the maximum number of Committee Members specified under Paragraph 19.

27) Minutes of Committee meetings shall be available to Members upon request.

28) Committee Members should be given at least fourteen calendar days notice for committee meetings. If less notice is given, then all Committee Members need to be present for decisions taken at the meeting to be valid.

29) Any Member of the Committee may, with the written consent of the Committee, represent or act on the behalf of the Association at events or meetings of other bodies. In such circumstances, the Member shall report back to the Committee.

CONDUCT OF BUSINESS

30) In the absence of the Chairman or Secretary, another Committee Member may, with the agreement of the Committee, take on that role for the duration of the absence.

31) All decisions shall be voted upon. A motion may be 'carried' by means of a simple majority of Members (or Committee Members at a Committee Meeting) present raising their hand in support of such a motion. The Chairman shall have the casting vote. Minutes of each decision shall be taken by the Secretary. At General Meetings,

at least five non-Committee Members must be present for the decisions of the meeting to be valid.

32) At the AGM the following shall occur:

- i. the minutes of the last General Meeting shall be discussed and if approved, signed as a true record by the Chairman.
- ii. an annual report and statement of accounts shall be received from the Treasurer and if accepted by the Members, approved by the Committee.
- iii. a new Committee (including Officers) shall be elected
- iv. Members shall vote on any proposed amendments to the Constitution.
- v. the Committee shall consider any resolution put forward by Members.
- vi. any other business shall be discussed

33) Any correspondence received since the last Committee meeting shall be discussed by the Committee and where appropriate, replied to by the Secretary.

34) Draft minutes of General Meetings shall be distributed to Members by the Secretary either in an electronic or paper format within fourteen calendar days of a meeting.

35) Copies of this document should be made freely available to all people who qualify for membership.

EQUAL OPPORTUNITIES

36) The Association recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no organisation or individual involved with the Association shall be discriminated against by the Association on the grounds of the following:

race, colour, nationality, ethnicity, sex, marital status, age, physical or mental capacity, health, political belief, religion, class, employment status, or any other criteria as may be determined by the Committee from time to time.

37) Where circumstances permit, the Association shall endeavour to provide copies of Association documentation in large print or in an audible format to Members who make such requests.

FINANCES & FUNDRAISING

38) For the purposes of raising funds to support its aims, the Association may engage in any lawful activity it sees fit.

39) All funds shall be kept in a bank account held in the name of the Association. A small sum of petty cash may be kept to assist with the collection of subscriptions however a detailed list of transactions should be kept.

- 40) All cheques shall require the signature of at least two Officers. No Officer shall sign a blank cheque – all cheques are to be filled in full before signatures are added.
- 41) Accounts shall be kept by the Treasurer and brought to every Committee meeting where they may be inspected.
- 42) All expenditure shall be agreed and controlled by the Committee. Receipts must be acquired for all expenditure.
- 43) Once a year, the accounts shall be audited and presented to the AGM. The auditor may not be a Member of the Association or be a family member of a Committee Member.
- 44) Bank statements shall be sent to either the Treasurer or Secretary, as determined by the Committee from time to time.
- 45) Association funds may not be spent where there are fewer than twenty Members.

GENERAL MEETINGS

- 46) An EGM may be called by means of twenty Members signing a petition stating their name, address and the purpose for which an EGM is requested. Such a document should be submitted to the Secretary of the Association or in the event of a new Committee not being formed as the result of an EGM or AGM not being called, any individual who was an Officer at the time of the last Committee meeting.
- 47) The AGM shall be held in December each year.
- 48) Minutes of Committee Meetings shall be made available for inspection at General Meetings.
- 49) The AGM shall be held at a suitable venue to accommodate as many members as possible.
- 50) The Secretary must provide all Members with at least fourteen calendar days notice of a General Meeting

CHANGES TO THE CONSTITUTION

- 51) This document may only be changed at an EGM held for such a purpose, or at the AGM.
- 52) When notifying Members that a General Meeting has been called, the Secretary must disseminate details of any proposed amendments as they stand at that time.
- 53) Any Member may propose a change at a General Meeting.

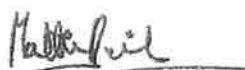
DISSOLUTION OF THE ASSOCIATION

- 54) To dissolve the Association, an EGM must be called as detailed in Paragraph 46. Eighty percent of the non-Committee Members must be in attendance and ninety percent of those present must vote in favour of dissolving the Association.
- 55) Any assets remaining after meeting liabilities must be distributed among local charities or other community groups with similar aims to the Association, as determined at the EGM.
- 56) Any monies received from funding bodies should be returned to the funders. This excludes Subscription Fees.
- 57) Financial documents shall be kept by the last Treasurer until such a time that they are no longer required by any authority. All other documents shall be disposed of in a manner agreed at the EGM.

ABEYANCE

- 58) In the event of the Association not having been dissolved and there being no known Members, twenty residents may sign a petition stating their name, address and requesting an EGM. In addition, they should pay to whoever organises the petition the Subscription Fee as detailed in Paragraph 2.
- 59) The organiser should arrange the EGM so that a new Committee may be elected and the Association continue its business.

Signed by the Acting Chairman for and on behalf of the Members of the above Association.

Approved: 

Date: 16.12.11

Signed by the Chairman for and on behalf of the Members of the above Association.

Approved:

Date:

Cllr. M.C.F. Dickins
December 2011

Finance and General Purposes Committee – 7th September 2015**Agenda Item 6 (c)****Grant Reports 2014/2016**

To receive and note grant reports returned in accordance with our terms and conditions:

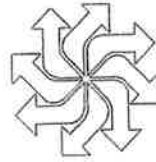
Grant Reports

To receive and note grant reports (copies attached) returned in accordance with our terms and conditions:

Grant Ref No	Organisation	Sum Awarded February 2015 £	Report attached
2	Sevenoaks Volunteer Transport Group	500	✓
5	Friends of Pontoise	250	✓
7	Sevenoaks Home Library Service	200	✓
9	Friends of Rheinbach	250	✓
12	South East Open Studios	250	✓
13	Sevenoaks Art Club	250	Event takes place November 2015
34	The Sevenoaks Society	500 September 2013	✓ Monthly reports May, June & July, 2015 attached

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Sevenoaks Volunteer



Transport Group

Sevenoaks Hospital
Hospital Road
Sevenoaks
Kent TN13 3PH

Telephone: 01732 458931
Email: soaksvtg@yahoo.com

Registered Charity: 276663

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

RECEIVED
- 5 AUG 2015

Report Grant No 2
Feb 2015
awarded £500

03 August 2015

F.a.o. Ms Michele MacDonald

Dear Michele

Brief report on Awarded Grant Aid – Sevenoaks Volunteer Transport Group

I refer to your letter of 25 March informing us of the award of £500.

The generous grant from the Town Council has enabled Sevenoaks Volunteer Transport Group [SVTG] to continue to offset running costs and thereby keep charges down for our elderly users.

Our latest research [6 months ended 31 March 2015] shows that more than 83% of those users were more than 75 years old including 43% who were aged over 85. Our volunteer drivers are providing a service, which helps elderly people remain in their own homes but able to access health facilities.

As in previous years, I am including some of the recent unsolicited comments we have received from users of our service who live in the Town:

"Thank you so much for your lovely staff for looking after my Mum.....it was much appreciated, keep up the good work." [Mrs JW]

"Many thanks, very helpful." [Mr AMcF]

"Grateful thanks for being there for me." {Mrs VH}

To summarise, the Town Council's support has enabled SVTG to continue to provide low cost local transport, catering for the individual needs of elderly, disabled and infirm residents of the Town. On behalf of our Committee, our volunteer drivers and our users, I offer our sincere thanks.

Yours sincerely

for **SEVENOAKS VOLUNTEER TRANSPORT GROUP**

Anthony Weston Smith, Treasurer

Sevenoaks Town Council

Report

From: Evelyn Drew
Sent: 20 January 2015 12:06
To: Michele MacDonald
Subject: Friends of Pontoise
Attachments: CREST for Sevenoaks.jpg; DSC_0423.JPG

Grant 5

F+GP Feb' 2015

awarded

£250

FAO Michelle

Dear Michelle

Thank you for your help with the grant application.

Please see the attached photos which show 2 different crests. The one with the unicorn on top I recognise as representing 7Oaks town council. The other photo was taken in May 2009. Was that a previous crest or does it represent something different?

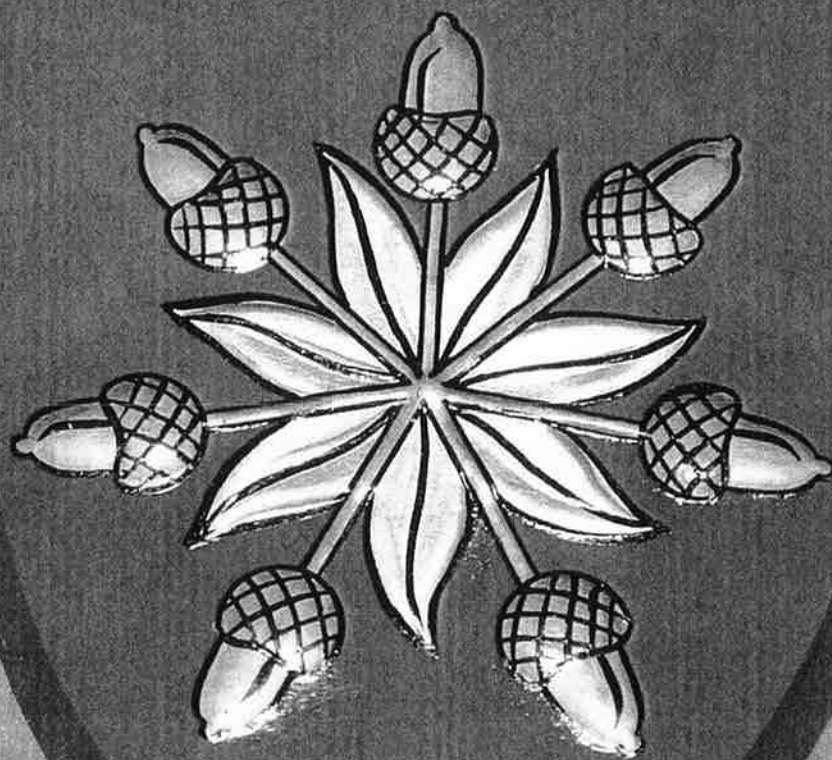
Kindest regards

Evy Drew

Chair Friends of Pontoise



IN RECOGNITION OF YOUR WORK FOSTERING
RELATIONS BETWEEN ENGLAND AND
FRANCE DURING YOUR 15 YEARS
AS PRESIDENT OF THE FRIENDS OF SEVENOAKS



SE
OAKS TOWN COUNCIL

RECEIVED
20 MAY 2015

Rept Grant No 7
F+GP Feb 2015 awarded £200

**44 WOODFIELDS
CHIPSTEAD
SEVENOAKS
KENT TN13 2RB**

Tel: 01732 458321

15 May 2015

Sevenoaks Home Library Service

Dear Michele,

My apologies for not writing sooner but my hospital stay lasted somewhat longer than expected!

Would you kindly pass on my thanks to the councillors for the grant of £200. As in previous years the money will help to support the running of the van, in this instance it will go towards the insurance renewal due in September.

Yours sincerely


Alec Elmer

Friends of Rheinbach

From the Treasurer

RECEIVED

31 MAR 2015

Report

Grant No 9

F+GP Feb 2015
awarded £250

Ms Michelle MacDonald
Committee Clerk
Sevenoaks Town Council
Bradbourne Vale Road
Sevenoaks
TN13 3QG

29th March 2015

Dear Ms MacDonald,

On behalf of the Friends of Rheinbach I write to thank Sevenoaks Town Council most sincerely for their grant of £250 to support the work of our organisation.

This contribution will assist us with our social and cultural activities to promote friendship and co-operation with our partners in Germany. To coincide with the Summer Festival a group of about thirty people from Rheinbach will visit Sevenoaks at the end of June and together we will celebrate the twentieth anniversary of town twinning.

This grant makes a significant contribution to the success of our continuing relationship with the town and people of Rheinbach.

Yours sincerely,



Mike Wither
Treasurer

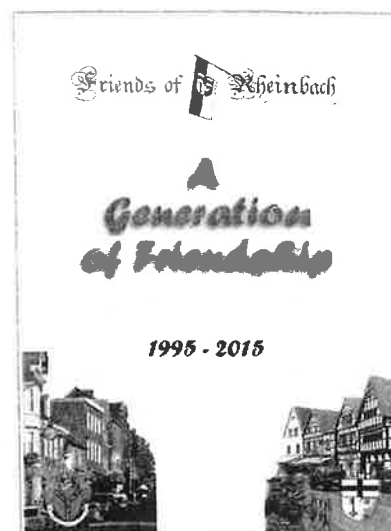
Report to Sevenoaks Town Council on the use of grant funds awarded to the Friends of Rheinbach in 2015

The Town Council grant awarded to the Friends of Rheinbach in 2015 has been allocated to three of the association's current year activities.

'A Generation of Friendship' project

To mark its 20th Anniversary the Friends of Rheinbach is preparing an illustrated history of friendship and co-operation between the towns of Sevenoaks and Rheinbach. The work on this project is substantially complete and copies of the document, entitled 'A Generation of Friendship' will be available for sale to Friends of Rheinbach members in the near future.

A part of the Town Council grant has been used as a contribution to the costs of preparing this document and further funds have been earmarked for producing additional copies to be used for presentation and publicity purposes. It is intended that one of these copies will be presented to the Mayor of Sevenoaks later this year.



Visit of Die Freunde von Sevenoaks

Twenty seven members of 'Die Freunde von Sevenoaks' – Friends of Rheinbach's sister organisation in Germany – visited Sevenoaks between June 25th and 28th. The visit was timed to coincide with the Sevenoaks Festival and participants stayed with local families and in local hotels.

A part of the Town Council grant was allocated to the provision of a Welcome Tea when the visitors arrived in Sevenoaks and to the organisation of a 20th Anniversary dinner which was held in the restaurant at Ightham Mote.



The attached picture shows Herr Joachim Weiß, Chairman of 'Die Freunde von Sevenoaks' with the Mayor on the visitors' arrival in Sevenoaks.

Report
Grant no
12



Debra Barr-Smith
Area Co-Ordinator
Sevenoaks Area SouthEast Open Studios
Dibgate Farm
Chevening Road
Sundridge, Sevenoaks, Kent TN14 6AB
01959 569054
debrabarrsmith@yahoo.co.uk
www.debrabarrsmith.com

F+GP Feb 2015
Awarded £250

20 July 2015

Ann White
Deputy Town Clerk
Sevenoaks Town Council
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

Dear Ms White,

South East Open Studios—Sevenoaks Area – Grant Aid for Banners

I am writing on behalf of the Artists in Sevenoaks Area South East Open Studios Event this summer which took place from 5th to 21st June this year. The Artists are most grateful for your support. The interest of the residents in our Town remained high. My own studio at Dibgate attracted nearly 1000 visitors during SEOS fortnight including both "repeat" visitors and first-time visitors to the Open Studios event.

This year with your generous grant we were able to print 32 corex Road Signs which were displayed in various locations around the Town Centre to help the artists publicise their initiative to invite the public into their studios to discuss their techniques and exhibit their work. (see photo attached)

As well as during Open Studios fortnight, the artists made use of some of the banners previously printed from a previous Town Council Grant. We used them during our "Launch SEOS Event" which took place outside the Stag Theatre on Saturday, 30 May from 10 - 2. Artists prepared a table with leaflets and guides and draped one of the banners on the table. Artists took it in turn to man the table and the pavements in Sevenoaks, chatting to members of the public who were passing and distributing guides and maps to Sevenoaks Artists studios.

We have been able to re-use road side banners and pop-up banners from previous years (as illustrated in the attached photos), The pop-up banners (purchased from previous Town Council grants) were re-used and displayed at Waitrose, Sevenoaks Leisure Centre and Sevenoaks Library this year. Once again, on behalf of myself and the 36 artists in Sevenoaks Area SEOS, thank you for your support.

Yours sincerely,

Debra Barr-Smith



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**SEVENOAKS ART CLUB**
founded 1901

Report Grant
No 13

F+GP Feb 2015
Awarded £250

1 Plymouth Park, Sevenoaks, Kent TN13 3RR

24 March 2015

Michelle MacDonald
Sevenoaks Town Council
Town Council Offices
Bradbourne Vale Road
Sevenoaks TN13 3QG

Dear Michele

On behalf of Sevenoaks Art Club, I am writing to thank our town councillors for kindly supporting us with a grant of £250 for promotion of our annual art exhibition.

You ask for a report by 7 August, but as usual we will not be committing the funds until well after that date, as our exhibition does not take place until 17 November. I hope it will be acceptable for us to report once the expenditure has been committed.

Again, many thanks.

Yours sincerely



Roland Courtney

Honorary Treasurer



THE SEVENOAKS SOCIETY

for the conservation and improvement of the town

Grant Report

34

- F+GP Sept
2013 awarded
£500 - 1

RECEIVED

- 5 AUG 2015

- F+GP Feb 2015
awarded £500

Ms Michele MacDonald
Committee Clerk
Sevenoaks Town Council
Bradbourne Vale Road
Sevenoaks
Kent TN13 3QG

August 3rd 2015

Dear Ms MacDonald,

LOCAL LIST – MONTHLY REPORT – July 2015

1. The survey teams have been working towards the next Selection Panel Meeting on Friday August 14th which will be held at the Community Centre. There will be at least 70 properties for the Panel to consider, these include Sevenoaks, New Beacon and Solefields schools.
2. On August 18th the Project Management Team will be hosting Dr Elain Harwood, one of the leading experts on post 1920s British architecture. Dr Harwood will advise on how to evaluate the more modern buildings in Sevenoaks and will be taken on foot along Oakhill Road and Kippington Road which she can use to inform the panel of her criteria for selection. Her advice will then be disseminated to the volunteers.
3. A volunteers' training session which will include what to look for with regards to 20th Century architecture is scheduled for September 21st in the Council Chamber.
4. The Cranbrook Civic Society has sent a delegation to learn about local lists.

Yours sincerely,

David Gamble

Chairman, Sevenoaks Society

Little Brittain, Brittain Lane, Sevenoaks, Kent TN13 2JW Mobile 07800994686



THE SEVENOAKS SOCIETY

for the conservation and improvement of the town

Ms Michelle MacDonald
Committee Clerk
Sevenoaks Town Council
Bradbourne Vale Road
Sevenoaks
Kent TN13 3QG



May 4th 2015

Dear Ms MacDonald,

LOCAL LIST – MONTHLY REPORT

1. Over 100 properties and items of street furniture were presented to the Selection Panel on April 30th for their consideration, the second selection panel this year.
2. An additional researcher has been recruited to help Geraldine Tucker with her excellent work.
3. We have been asked for assistance and advice by the Cranbrook Conservation Area Advisory Committee who are looking to prepare a local list for their area.
4. The Society has spent £862 on supporting the Local List project to date and has received £500 in funding from the STC. With at least two years to go the Society would like to make a further application for financial support from the STC. Could you kindly advise when the STC will be considering the next batch of applications for funding. ✓ Q 11/5/15 via email

Yours sincerely,

David Gamble

Chairman, Sevenoaks Society

Little Brittain's, Brittain's Lane, Sevenoaks, Kent TN13 2JW Mobile 07800994686

RECEIVED
04 MAR 2015

Ms Michelle MacDonald
Committee Clerk
Sevenoaks Town Council
Bradbourne Vale Road
Sevenoaks
Kent TN13 3QG

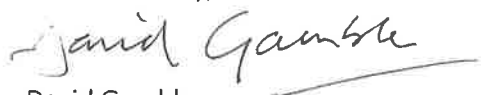
March 2nd 2015

Dear Ms MacDonald,

LOCAL LIST – MONTHLY REPORT

1. The survey work and research is continuing on schedule with the aim on completing Town Ward and St John's by the next Selection Panel meeting on 30th April.
2. A meeting with the Residents' Associations on March 13th is to further engage with the local community and inform them of the importance of the local list.
3. SDC have prepared a draft timetable for public consultation on the first tranche proposals which we hope will be ready in early 2016.

Yours sincerely,


David Gamble

Chairman, Sevenoaks Society

Little Brittain's, Brittain's Lane, Sevenoaks, Kent TN13 2JW Mobile 07800994686