

2nd September 2020

You are hereby summoned to a meeting of the Youth Services Committee to be held **via Zoom** on **Wednesday 9th September 2020** starting at **7pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the meeting will be live streamed on **YouTube** and that the proceedings may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording meetings is available online at sevenoakstown.gov.uk or by request.


Town Clerk

Arrangements During COVID 19

Sevenoaks Town Council is endeavouring where possible to continue with its day-to-day activities. Unfortunately, face-to-face meetings are suspended until further notice.

We are live streaming virtual meetings via YouTube: please see the link below which will enable you to listen and watch the meeting.

You Tube link

STC Youth Services Committee – 9th September 2020

<https://youtu.be/UjEyAUpu2-0>

Comments are welcomed by email. Please submit your comments **by 12noon on 9th September 2020** to: council@sevenoakstown.gov.uk

To assist in the speedy and efficient despatch of business, members wishing to obtain information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Youth Services Committee Members:

Cllr Mrs R E Parry – Chairman	Cllr C Shea – Vice Chairman
Cllr K Bonin	Cllr R M C Hogarth
Cllr A Eyre	Cllr T Morris Brown
Cllr V Granville Baxter	Cllr E Waite

Sevenoaks Youth Council: Vacant
KCC: Ms Sarah Gaunt
SDC: Ms Kelly Webb, Ms Maxine Quinton

SAYT: Mrs Caroline Berry
West Kent Communities: Charlotte Ede

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AGENDA

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

- 1 APOLOGIES FOR ABSENCE
To receive and note apologies for absence.
- 2 REQUESTS FOR DISPENSATIONS
To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).
- 3 DECLARATIONS OF INTEREST
To receive any declarations of interest from members in respect of any items of business included in this agenda.
- 4 MINUTES
 - 4.1 Youth Services Committee
To receive, note and sign the minutes of the Youth Services Committee held on 12th February 2020. Attached
 - 4.2 Youth Council
To receive and note the minutes of the meetings of the Youth Council held on 12th February 2020. Attached
- 5 HOUSE IN THE BASEMENT [HITB] YOUTH CAFE
To receive and discuss the following reports:
 - 5.1 HitB Update Report Attached
 - 5.2 Finance Cost Centre Report Attached
- 6 YOUTH COUNCIL
 - 6.1 Update Report Attached
 - 6.2 Income and Expenditure Attached
- 7 YOUTH GRANTS UPDATE
To consider Grant Application received Attached
- 8 REPORTS FROM CO-OPTED PARTNERS
 - i. Kent County Council
 - ii. SAYT
 - iii. SDC - Community Safety Team
 - iv. West Kent Communities Attached
- 9 WESTERHAM SEA CADETS - ROYAL NAVAL UNIT REVIEW
For information Attached
- 10 PRESS RELEASE
To consider any agenda item considered appropriate for a press release.

Sevenoaks Town Council
Minutes of the Youth Services Committee
Held on 12th February 2020 in the Council Chamber

Meeting Started: 7.05 p.m.**Meeting Concluded:** 7.55 p.m.

Cllr Rachel Parry, Chairman	Apologies		Cllr Claire Shea, Vice-Chairman	Present
Cllr Roderick Hogarth	Present		Cllr Tom Morris Brown	Apologies
Cllr Keith Bonin (7.22pm)	Present		Cllr Victoria Granville Baxter	Present
Cllr Edward Waite	Apologies			
Charlotte Ede, West Kent Communities	Apologies		Sarah Gaunt, Kent County Council	Apologies
Jacob Watson, Sevenoaks Youth Council	Apologies		Caroline Berry, SAYT	Present

Substitute			For
Cllr Richard Parry	Present		Cllr Rachel Parry

In attendance: Cllrs Canet, Eyre and Raikes, Town Clerk, Senior Committee Clerk and House in the Basement Youth Café Manager.

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

In the absence of the Chairman, the Vice-Chairman chaired the meeting.

The meeting was not recorded.

487. Apologies for Absence
 Received as noted above.

488. Requests for Dispensations
 There were no requests for dispensations.

489. Declarations of Interest
 There were no Declarations of Interest at the meeting.

490. Minutes

(i) Minutes of the Youth Services Sub Committee held on 6th November 2019
RESOLVED: to accept and sign the Minutes of the meeting held on 6th November 2019 as a true record.

(ii) Minutes of the Youth Council Annual General Meeting held on 6th November 2019 and the meeting held on 4th December 2019
RESOLVED: To note the Minutes of the Youth Council Annual General Meeting held on 11th September 2019 and the meeting held on 4th December 2019.

491. House in the Basement Youth Café**(i) Report to January 2020**

Chris Essex, Manager of House in the Basement Café, presented his report. It was noted that the Christmas/New Year closure had impacted on the December numbers. Chris Essex commented on the low number of girls attending and the need to target some of the outreach activities. He was working on the best ways to recruit new attendees, including communicating with parents and ensuring relevant social media was used. The range of activities at the Café was noted, including the art project about to launch. It was noted that the work experience/volunteering programme was being relaunched in March.

RESOLVED: That the report be noted.

(ii) Finance Report to 30th November 2019

RESOLVED: That the Finance Cost Centre report for the Youth Café to 30th November 2019 be noted.

(iii) External Funding Obtained

RESOLVED: That the Town Clerk be congratulated on obtaining the following external funding for the Youth Café:

- £10,000 The National Lottery Community Fund for core staffing
- £1,000 from KCC Member Cllr Crabtree for staffing Art Projects

492. Finance Reports**(i) Youth Council Finance Report**

RESOLVED: That the Income and Expenditure reports for the Youth Council and its charity to 30th October 2019 be noted.

(ii) Youth Grants

It was noted that, following approval of grants at the last meeting, the Youth Outreach balance stood at £903.53. Consideration was given to three grant applications.

RESOLVED:

- 1) That a grant request be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation Name & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
6	Sevenoaks Three Arts Festival	Hire of piano and performance space for competitive classes and prize winners' concert	£600	£600

- 2) That the following grant applications be RECOMMENDED for approval to the Finance and General Purposes Committee:

Grant Ref No.	Organisation Name & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
23	Kent Youth Jazz Orchestra	Towards cost of Youth Jazz Workshop on 23.06.2020 at a local school in Sevenoaks (Total cost £750). Free of charge for young musicians to attend.	£500	Recommended to F&GP Committee for consideration
59	Sevenoaks Bookshop	Towards funding free open access entertainment for Young Readers Festival 19.09.2020 – face painting, magician, Moomins puppet theatre show & craft workshops.	£1,750	Recommended to F&GP Committee for consideration. Requested further information on overall cost of the Literary Festival and how this event sits within it.

493. Reports from Co-opted Partners

Noted reports from Co-Opted Partners:

(i) Kent County Council:

Sarah Gaunt was unable to attend the meeting but had provided a report setting out recent activity, including a Youth Conference and the establishment of a Sevenoaks District Youth Assembly. The Committee felt that established Youth Councils should have been involved and should be asked to take part: it was requested that this view be passed to Cllr Crabtree.

(ii) SAYT:

Caroline Berry reported that the second youth worker had started in January and was settling into the role, and that young people would be attending the International Women's Day event.

(iii) SDC – Community Safety Team:

No representative present, no report.

(iv) West Kent Communities:

Charlotte Ede was unable to attend the meeting but had submitted a report detailing the recruitment of a new Lead Youth Worker and the detached work programme. A meeting had taken place earlier that day with the new

Youth Worker, Cllr Shea, Town Clerk, HitB Manager and Senior Committee Clerk to share information.

It was noted that the Mental Health Awareness course requested by the Youth Council and Youth Café members (to be funded by WKHA) was under development.

494. Press Releases

RESOLVED: That a press release be issued regarding the 10,000 funding obtained from the National Lottery Community Fund for core staffing.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

Meeting of the Sevenoaks Youth Council
Held on 12th February 2020 in Sevenoaks Town Council Chamber

Meeting Commenced: 6.00 p.m.

Meeting Concluded: 6.55 p.m.

Present:

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

In Attendance: Cllrs Canet, Eyre and Raikes, Town Clerk, Senior Committee Clerk, House in the Basement Youth Café Manager and Isabella Penn

85. Apologies for Absence

Received as detailed above.

86. Resignations Received

It was noted that Amber Warrender and Charlotte Foulds had submitted their resignations from the Youth Council due to pressure of work. They were thanked for their valuable contributions.

87. Minutes of the Meeting of the Youth Council held on 4th December 2019

The Minutes were agreed as a true record.

88. Finance Reports

The Youth Council received and noted the following finance reports:

(i) Income and Expenditure for Youth Council's Running Budget

Noted that the balance as at January 2020 was £879.60.

(ii) Income and Expenditure for the Youth Council's Charity Fundraising

Noted that the balance as at January 2020 was £152.81.

89. Neighbourhood Development Plan/Cultural Quarter

The Town Clerk reminded Youth Councillors of the consultation exercise being undertaken on the Neighbourhood Development Plan for Sevenoaks prepared by the Town Council. The Plan provided a development vision and policies which would guide

development over the next 20 years. It was noted that the Plan focused on climate change initiatives. The Town Clerk asked that Youth Councillors forward any comments they have on the proposals and asked that they share details of the consultation with their families and friends. The Neighbourhood Plan and feedback forms are accessible via: [SevenoaksNDP](#)

The Town Clerk also gave a presentation setting out the vision of a Cultural Quarter for Sevenoaks, which aimed to strengthen and add to the cultural area in the town centre over future years. Feedback on the proposals was invited: [Sevenoaks Cultural Strategy](#).

90. House in the Basement (HitB) Youth Café

Chris Essex, Manager of the House in the Basement Youth Café, presented his report, explained the range of activities available at the Youth Café, and invited Youth Councillors to visit. It was noted that the Work Experience/Volunteering Programme was being relaunched.

91. Fundraising Update

Fundraising ideas suggested at the last meeting were reviewed. The success of the cake sale at the Christmas Lights Switch On event was noted and the possibility of holding a stall at the VE Day “Picnic in the Park” event on 8th May to be explored.

Youth Councillors welcomed the suggestion of an Inter Youth Quiz Night to be arranged for September 2020.

92. Live on the Vine

Youth Councillors confirmed that they would like to hold a “Live on the Vine” event this year at the end of the Summer school term, Friday 17th July 2020. Young performers to be encouraged to participate.

93. Current Programme and Updates

Youth Councillors reviewed progress against the proposals for their two-year term discussed in December 2018, and commented as follows:

Item 1 – Environmental Matters	Consideration to be given to whether an environmental theme could be incorporated into the “Live on the Vine” event. Cllr Canet invited Youth Councillors to meet with her if they would like to discuss any environmental ideas.
Item 2 – Mental Health for Young People	Mental Health First Aid Workshop being arranged, to take place at HitB, funded by West Kent Housing Association.

94. Date of Next Meeting

Agreed that next meeting be arranged for April 2020.

There being no further business the Chairman closed the meeting.

Sevenoaks Town Council
Youth Services Committee – 9th September 2020

House in the Basement Youth Café

The Youth Café has been in closed since the COVID-19 lockdown commenced and staff have been furloughed.

The Youth Café will be re-opening on Friday 11th September 2020. The operation of the venue will however be quite different. Staff attendance will be limited to two and young people attendance restricted. Additional resources will be needed for cleaning etc. Perspex screens have been installed.



Please see poster attached



HOUSE IN THE Basement YOUTH CAFE

COVID-19 AND ATTENDING THE HOUSE IN THE BASEMENT YOUTH CAFÉ

- We need to limit the number of people who can attend, please 'book via facebook' with HitB if you wish to attend and to avoid being turned away if there are too many people.
- Current limit 7 young people.
- Do not attend the youth café if you are unwell.
- You will need to provide your name and contact number to be part of the national Track and Trace programme
- When you are at the café you will need to follow new rules including social distancing, washing hands, different use of equipment etc.
- Masks need to be worn.
- Opening Hours:

Tuesday	5.00 - 8.00 pm
Wednesday	4.00 – 8.00 pm
Friday	4.00 - 8.00 pm
Saturday	2:30 – 8.00 pm

Detailed Income & Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	(50)	312	362	200	1,248	1,048	3,740		0	
1211 Sale of Goods	0	192	192	0	768	768	2,300		0	
1450 Furlough Grant Income	2,745	0	(2,745)	10,809	0	(10,809)	0		0	
4010 Gross Pay	(3,165)	2,138	(1,027)	(12,573)	8,552	21,125	(25,661)		13,088	
4270 Employers Pension Contribution	(86)	86	0	(340)	344	684	(1,026)		686	
5410 Repairs & General Maintenance	0	83	83	0	332	332	(1,000)		1,000	
6010 Light Heat & Cleaning	0	42	42	0	168	168	(500)		500	
6101 Telephone	(44)	47	4	(195)	188	383	(560)		365	
6200 Printing & Stationery	0	42	42	0	168	168	(500)		500	
6240 Computer/ Data Base/WP's	(17)	62	45	(50)	248	298	(750)		700	
6281 Furnishings,Furniture/Eqpt	0	42	42	0	168	168	(500)		500	
6320 Staff Training	0	0	0	0	0	0	(400)		400	
6340 Staff Uniforms	0	0	0	0	50	50	(200)		200	
6460 Publicity & Democratic notices	0	42	42	0	168	168	(500)		500	
6500 Goods for Resale	0	142	142	0	568	568	(1,700)		1,700	
6635 Professional Fees Licensing	0	0	0	(135)	400	535	(400)		265	
6650 Bad debts	0	0	0	(44)	0	44	0		(44)	
6900 Sundry Expenses	0	12	12	0	48	48	(150)		150	
6922 Health&Safety/Risk Assessments	(66)	0	(66)	(263)	0	263	(400)		137	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	2,695	504	(2,191)	11,009	2,016	(8,993)	6,040			
Expenditure	3,377	2,738	(639)	13,601	11,402	(2,199)	34,247	0	20,646	
Net Income over Expenditure	(682)	(2,234)	(1,552)	(2,591)	(9,386)	(6,795)	(28,207)			
Movement to/(from) Gen Reserve	(682)			(2,591)						

Youth Services Committee – 9th September 2020**Sevenoaks Youth Council 2018-2020: Update**

Sevenoaks Youth Council was elected for a two-year term of office, from 7th November 2018. The Annual General Meeting held that evening welcomed 20 new and five returning Youth Councillors.



The final meeting of this Youth Council was scheduled for 9th September but unfortunately, given the public health guidelines arising from the Covid-19 pandemic, it was not able to take place.

Given the uncertainty around meetings and in light of the fact that many Youth Councillors were moving on to the next stage of their education/careers, the Town Clerk wrote to all Youth Councillors in July thanking them for their service and congratulating them on their achievements. (See attached)

As it was unlikely that face to face meetings could be held for some time, and being aware of the additional challenges there would be for young people returning to school in the Autumn, it was decided to postpone the elections for the next Youth Council until the New Year 2021.

Via Email

17th July 2020

Dear Youth Councillor,

Sevenoaks Youth Council 2018-2020

As you are aware you were elected as a Youth Councillor for a two-year term of office, from 7th November 2018, which means that your time as a Youth Councillor is due to end in the Autumn. Our final meeting of this Youth Council was scheduled for 9th September but unfortunately will not be able to take place.

It is very disappointing that due to the current circumstances arising from the Covid-19 pandemic, we have not been able to meet since February and given the continuing uncertainty about being able to hold meetings we have decided to postpone the elections for the new Youth Council until the New Year.

I appreciate that many of you will have finished school this year and will be moving on to the next stage in your education and careers; however, if you will still be at school and are interested in standing for re-election please let me know by email and I will contact you once the election process begins.

(council@sevenoakstown.gov.uk)

On behalf of the Town Council I would like to thank you for your participation in the Youth Council, for your hard work and commitment to providing a voice for young people in Sevenoaks and for the many projects and activities that have made such a contribution to the Town.

To remind you of some of your achievements:

- Identified issues to address and developed a Two-Year Plan
- Raised environmental concerns and
 - launched Plastic Free Sevenoaks Pledge and Water Bottle Refill Scheme with local businesses
 - promoted electric charging points
 - participated in Town Council's Anti-Litter Campaign
- Advised on a revamp of the House in the Basement Youth Café (HitB)
- Established a Chess Club and monthly pool competitions at HitB

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- Fundraised for nominated charity, Stem4, which supports positive mental health in teenagers
- Helped to organise and promote Skateboard Park event and Live on the Vine end of term celebration
- “Highly Commended “Award for Youth Group of the Year from Sevenoaks District Council

I am sure that a highlight of your term was the visit to the Houses of Parliament and the private meeting with Sir Michael Fallon M.P. who commented that *“The youth councillors posed some good but tough questions.”*

You should be very proud of these achievements. I hope that being a member of the Youth Council has been rewarding for you and has given you an insight into local democracy and the value of working together for your community.

We would love to receive feedback from you on your experience as a Youth Councillor and would really appreciate it if you could take a few moments to let us know:

- What have you enjoyed?
- What have you gained from your role on the Youth Council?
- What improvements could we make?

Please feel free to contact us if you would like a reference in the future.

I wish you all a very happy summer break and to those moving on from school, every success in your future.

Best regards,

Linda Larter

Linda Larter MBE
Chief Executive / Town Clerk

Agenda Item Sevenoaks Town Council**4A** Youth Council General Income and Expenditure:
7555/38

2020/21

	Expenditure £	Income £
Budget allocated:	500.00	£ 500.00
	£ -	£500.00
Available Funds	<u>£500.00</u>	
	<u>£ 500.00</u>	

Agenda Item Sevenoaks Town Council**9B** Youth Council **Charity** Income and Expenditure:
7555/38

2020/21

	Expenditure £	Income £
Starting Balance:	00/01/1900	£152.81
Budget allocated:	0.00	£0.00
	£ -	£152.81
Available Funds	<u>£ 152.81</u>	
	<u>£ 152.81</u>	

The Youth Services Committee has delegated authority to

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

The Committee is asked to consider the following grant application received in August 2020 which falls within the youth remit:

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous history	2019/20	2020/21	Current Grant Application
6	Sevenoaks Three Arts Festival	First prize offered in the Young Musician of the Year Competition 2021	2007 to 2019 (Spring) £600 per year for hire of piano and performance space 2007 to 2019 (Autumn) £500/£600 per year for prize for Young Musician of the Year	12.02.20 £600 11.09.19 £600		£1,000
TOTAL GRANT APPLICATION REQUESTED YSC 09.09.2020						£1,000

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

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 [16th March 2020] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

SEVENOAKS THREE ARTS FESTIVAL APPLYING FOR GRANT
FOR THE SEVENOAKS YOUNG MUSICIAN OF THE YEAR COMPETITION 2021

NAME OF CONTACT

MRS JEAN SURREY FESTIVAL TREASURER

ADDRESS OF CONTACT

[REDACTED ADDRESS]

POSTCODE

[REDACTED POSTCODE]

TELEPHONE NO: DAYTIME

[REDACTED DAYTIME PHONE NUMBER]

EVENING

[REDACTED EVENING PHONE NUMBER]

EMAIL ADDRESS

[REDACTED EMAIL ADDRESS]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

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

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

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

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

600

PART 2 - GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 1,000.00

PLEASE DESCRIBE YOUR PROJECT

THE SEVENOAKS YOUNG MUSICIAN OF THE YEAR COMPETITION NOW IN ITS 2ND YEAR WILL BE HELD AT THE SHIP THEATRE IN MARCH 2021. IT IS A NATIONAL DEVELOPMENT OF THE THREE ARTS FESTIVAL. IT HAS BECOME A NATIONAL RECOGNISED EVENT, BRINGING PRESTIGE TO SEVENOAKS, COMPETITORS FROM ALL OVER THE COUNTRY (AND SOMETIMES OVERSEAS) AS WELL AS LOCALLY, COMPETE FOR THE TITLE OF SEVENOAKS YOUNG MUSICIAN OF THE YEAR, A CASH PRIZE AND THE OPPORTUNITY TO PLAY A CONCERTO WITH SEVENOAKS' OWN YOUTH ORCHESTRA THE LYDINN ORCHESTR.

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

ON THE BASIS THAT THE COMPETITION CAN BE HELD, THE GRANT WILL BE USED AS THE FIRST PRIZE OFFERED IN THE COMPETITION (CALLED "THE SEVENOAKS TOWN COUNCIL PRIZE") THIS WILL BE PUBLICISED ON ENTRY FORMS, IN THE COMPETITION PROGRAMME AND ON AND PUBLICITY MATERIAL INCLUDING OUR WEBSITE.

PART 3 - GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

Yes / ~~No~~

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

~~Yes~~ / No

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

--

PART 4 - TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES/NO

IF YES, PLEASE GIVE DETAILS

SEVENOAKS DISTRICT ARTS COUNCIL PROVIDED UNDERWRITING FOR THE 2020 YOUNG MUSICIAN OF THE YEAR COMPETITION. SECOND AND THIRD PRIZES ARE PROVIDED BY PRIVATE SPONSORS. THE FESTIVAL IS ACTIVELY SEEKING WIDER LOCAL INVOLVEMENT AND HAS RECENTLY RECEIVED A GRANT FROM WEST KENT HOUSING ASSOCIATION

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

THE FESTIVAL IS A NON PROFIT ORGANISATION SEEKING TO ENHANCE THE CULTURAL LIFE OF THE TOWN. THE YOUNG MUSICIAN'S COMPETITION PROVIDES A STEPPING-STONE FOR TALENTED YOUNG MUSICIANS, FROM SEVENOAKS AND ELSEWHERE, WHOSE PROFESSIONAL CAREERS ARE ASSISTED BY THEIR PARTICIPATION IN THE COMPETITION. CHILDREN UNDER 16 YRS HAVE FREE ENTRY TO THE THEATRE, PROVIDING INSPIRATION & EXPOSURE TO A RANGE OF MUSICAL TALENT. IF IT IS NECESSARY TO CANCEL THE COMPETITION DUE TO COVID WE WILL NOT EXPECT TO RECEIVE A GRANT

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£ 9678

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

9 months (FESTIVAL + YML)

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.

2020	£ 600	GRANTS AWARDED TO FUND THE COMPETITION'S FIRST PRIZE, "THE SEVENOAKS TOWN COUNCIL PRIZE"
2019	£ 600	
2018	£ 600	
2017	£ 600	
2016	£ 600	
2015	£ 500	
2014	£ 500	
2013	£ 500	
2012	£ 500	
2011	£ 500	

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

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

DO YOU HAVE A WRITTEN CONSTITUTION?

YES/~~NO~~

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

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

SIGNATURE



DATE 5th August 2020

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

*** 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 Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

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

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

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

Signed - [unclear]

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2019

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2019

Legal and Administrative

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

Trustees

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

The trustees during the year ended 31 August 2019 were

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

The trustees hold at least three ordinary meetings a year.

Public Benefit

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

REVIEW OF THE YEAR

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

FUNDS AND RESERVES POLICY

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

On behalf of the Trustees

Jean H Surrey

.....2019

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2019

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

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

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's Statement

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

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

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

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

Date

14 November 2019

SEVENOAKS THREE ARTS FESTIVAL**STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31ST AUGUST 2019

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

The notes on page 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL

BALANCE SHEET AS AT 31ST AUGUST 2019

		<u>2019</u>	<u>2018</u>
	Note	£	£
FIXED ASSETS			
Tangible Fixed Assets	2	1	1
CURRENT ASSETS			
Debtors	3	203	804
Bank current account		<u>9,678</u>	<u>8351</u>
Total current assets		9,881	9155
CURRENT LIABILITIES			
Deferred Income - 2020 YM & Festival		240	145
TOTAL ASSETS		<u>£9,641</u>	<u>£9,011</u>

ACCUMULATED FUNDS

UNRESTRICTED

Balance at 1st September 2018	9,011	9,287
Surplus/(Deficit) in year	<u>630</u>	<u>(276)</u>
Balance at 31st August 2019	<u>9,641</u>	<u>9,011</u>
	<u>£9,641</u>	<u>£9,011</u>

)
) Trustees
)
)

Approved

on 14 November 2019

The notes on pages 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2019

1 ACCOUNTING POLICIES

a. Basis of accounting

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

b. Funds

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

c. Interest income

Interest income is accounted for when due.

d. Grants and donations

Grants and donations are accounted for when received or paid.

e. Tangible fixed assets

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

f. Current assets

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

2 TANGIBLE FIXED ASSETS

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

3 DEBTORS

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

SPARE

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2018

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2018

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 2018 were

Mrs F Pragnell	Chairman
Mr E Oatley	Vice Chairman
Mrs M Holgate	Secretary
Mrs S Day	Treasurer
Mr T Daniell	
Mr P Harlow	
Mrs I Kydd	from 7.11.17
Mr I McLauchlan	to 7.11.17
Mrs B Ross	to 7.11.17
Mrs J Surrey	to 24.7.18
	from 24.7.18

The trustees hold at least three ordinary meetings a year.

Public Benefit

The object of the festival is to encourage the Arts of Music, Speech and Drama by the organisation of a competitive festival and the Sevenoaks Young Musician of the Year competition (YM). During the year £11,496 (2017 £11,166) was expended on these objects. The trustees uphold and comply with the principles in The Good Governance Code for voluntary and community organisations.

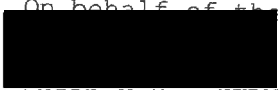
REVIEW OF THE YEAR

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 CANTZ

th
4th...November..2018

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2018

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the financial statements of the Trust for the year ended 31st August 2018 which are set out on pages 3 to 5.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's Statement

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

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

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


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

Date :

4 November 2018

SEVENOAKS THREE ARTS FESTIVAL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2018

	Note	Unrestricted Funds		TOTAL FUNDS	
		YM	Festival	2018	2017
		£	£	£	£
INCOMING RESOURCES					
Competitors entry fees		1105	3576	4681	5242
Admissions & Programmes		311	2350	2661	3378
Sponsorship & Adverts		734	210	944	1462
Grants					
Sevenoaks Town Council		600	600	1200	1200
Sevenoaks District Council		750	568	1318	876
Friends Membership		350	61	411	161
Interest Income		-	5	5	8
Misc Income - Stag piano hire		-	-	-	135
TOTAL INCOMING RESOURCES		3,850	7,370	11,220	12,462
RESOURCES USED					
Adjudicators' fees		657	3090	3747	3459
Print, Post & Website		157	937	1094	1111
Venue hire		1500	1607	3107	3130
Piano hire		648	226	874	944
Prizes		850	-	850	850
Sundries		78	67	145	208
Honorarium		200	600	800	735
Subscriptions		-	538	538	389
Insurance		-	250	250	250
Depreciation	2	-	35	35	35
Bank charges		-	56	56	55
TOTAL RESOURCES USED		4,090	7,406	11,496	11,166
NET (OUTGOING) / INCOMING RESOURCES		(240)	(36)	(276)	1,296
BALANCE BROUGHT FORWARD					
1ST SEPTEMBER 2017				9,287	7,991
BALANCE CARRIED FORWARD					
AT 31ST AUGUST 2018				<u>9,011</u>	<u>9,287</u>

The notes on page 5 form part of these financial statements

SEVENOAKS THREE ARTS FESTIVAL

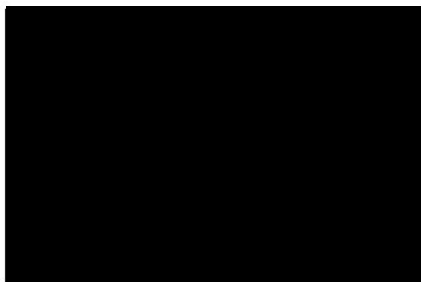
BALANCE SHEET AS AT 31ST AUGUST 2018

		<u>2018</u>	<u>2017</u>
	Note	£	£
FIXED ASSETS			
Tangible Fixed Assets	2	1	36
CURRENT ASSETS			
Debtors	3	804	120
Short term deposits		8,351	9,181
Total current assets		<u>9,155</u>	<u>9,301</u>
CURRENT LIABILITIES			
Deferred Income - 2019 YM & Festival		145	50
TOTAL ASSETS		<u>£9,011</u>	<u>£9,287</u>

ACCUMULATED FUNDS

UNRESTRICTED

Balance at 1st September 2017	9,287	7,991
(Deficit)/Surplus in year	(276)	1,296
Balance at 31st August 2018	<u>9,011</u>	<u>9,287</u>
	<u>£9,011</u>	<u>£9,287</u>



)
) Trustees
)
)

on 4th November 2018

The notes on pages 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2018

1 ACCOUNTING POLICIES

a. Basis of accounting

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

b. Funds

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

c. Interest income

Interest income is accounted for when due.

d. Grants and donations

Grants and donations are accounted for when received or paid.

e. Tangible fixed assets

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

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 2017	351	
At 31st August 2018	<u>351</u>	
DEPRECIATION		
At 1st September 2017	315	
Charge in year	<u>35</u>	
At 31st August 2018	<u>350</u>	
NET BOOK VALUE		
At 31st August 2018	1	
At 31st August 2017	36	

3 DEBTORS	<u>2018</u>	<u>2017</u>
	£	£
Accrued Income-SDAC Underwriting	568	-
Prepayments	<u>236</u>	<u>120</u>
	<u>804</u>	<u>120</u>

Youth Services Committee - 9th September 2020

Report from Charlotte Ede, West Kent Communities

In July, we continued to deliver our popular programme of Zoom sessions, with 15 sessions per week, available to all young people across the Sevenoaks District.

We also relaunched our detached work, as we were able to safely do so.

We are working in partnership with the Sevenoaks District Council Anti-Social Behaviour and Nitrus Oxide group to coordinate efforts.

We introduced new in-person risk assessments which covered the risks Covid-19 poses and how we would manage this.

All our activities take place in a socially distant manner.

In July we put together 111 summer activity packs for 8-12 year olds across the Sevenoaks District and these have been delivered in the first two weeks of August.

I have included some figures to give narrative to our sessions here:

- Number of detached sessions carried out in July – 24 Sessions,
- Number of young people seen at detached sessions in July – 507 young people.
- Number of Zoom sessions carried out in July – 60 Sessions,
- Number of attendances at Zoom sessions in July – 170 young People.

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**Sevenoaks Town Council
Youth Services Committee – 9th September 2020**

**Westerham Sea Cadet Unit, T S Gallant, Royal Naval Unit Review
(For Information)**

Area Officers Report

The period of this UR is from 12 July 2019 – 12 July 2020, therefore, the last 4 months have been affected by the suspension of activity. Regardless of this, Westerham as an ex Stephenson Trophy winner, continues to show its strength in a wide variety of activities.

Although achieving 23 boating hours/cadet prior to the summer boating season, the unit usually achieves over 100 hours / cadet, which simply highlights the severe impact COVID-19 has had on cadet activity. The conversion of these valuable hours into boating qualifications is equally impressive and there is no reason to believe this would change. They challenge the cadets annually to achieve boating qualifications and many regularly aim for the highest level of award.

BTEC and DofE are cornerstone activities of the unit and planning had taken place to achieve another excellent level this year. This naturally has an impact on the drive of the cadets, who are high achievers, in that they want to develop and progress.

It is impressive that even during COVID-19, cadet recruitment has increased by 17% and the unit is now at 135% capacity. Whilst excellent, this naturally causes difficulties associated with RTP/RTB processes, however, I have 100% confidence this will be managed effectively. Adult recruitment has also increased which is perhaps an indicator of the prestige the unit has within the local community.

The Commanding Officer, Staff and Management team are all dedicated to offering the best possible cadet experience. Naturally the unit takes full advantage of National, Area, District and Offshore opportunities and will do so again in the future. The staff also regularly update their skills and qualifications to maintain currency and expand the overall cadet experience offered.

The staff must be congratulated for their efforts in converting so efficiently to virtual training and they offered a wide variety of training opportunities since April which is an impressive refocussing of manpower and skills to support both cadets and adults, very well done.

The unit is in good overall shape, coming under SERFCA, there are naturally restrictions, however, the RTB/RTP process is continuing steadily.

The strength of Westerham is the team, a management reshuffle has distributed roles and responsibilities more effectively. The CO and Chairman have excellent leadership and management skills, with the Chairman maintaining regular contact while in Australia for 5 months and sending the Chairman's report separately.

Going forward, I have every confidence the unit will RTP/RTB is an effective and fun way, the unit continuously strives to ensure the welfare of both staff and cadets is the highest priority. BZ.

**Sevenoaks Town Council
Youth Services Committee – 9th September 2020**

District Officer's Report

TS Gallant continues to be a high performing Unit that consistently delivers a high quality Cadet Experience that enthuses and challenges young people.

The management team reshuffle has proved very positive and there is greater support for the commanding officer as she now has a sound basis for effective delegation of workloads, something that had been highlighted as a resilience risk register issue for some time previously. I am really pleased to see the way in which the team are now working in a highly effective and joined up manner, and I am no longer concerned about command burn out.

This Unit traditionally spends the whole summer boating and it is sad that COVID 19 has put a damper on the past 100 plus days of with a total lock down. Now that SERFCA have approved a return to access of the Unit property I am certain that the CO and her team will be looking to build a safe and effective return package that will reflect their enthusiasm to engage the young people with active, fun and challenging activities within the safety of their "Bubbles".

It is sad that much of the aspirational planning for this year has had to be shelved, however, I am more than confident that this Unit will bounce back safely and effectively and continue to make a major contribution to the local community.

The relationship between Uniformed Staff and UMT has played a vital part in keeping this Unit at the upper end of the performance curve and I think that one and all can be rightly proud of what this Unit achieves year on year.

BRAVO ZULU.

Captain's Report

A strong unit consistently within the top 10% in the Southern Area. Well done for transitioning to virtual training so effectively, it has clearly had an impact on cadet numbers. I am sorry your Belgium visit was cancelled, perhaps it can occur in the future. I have great confidence your RTB/RTP plan will be extremely effective and the focus should be on regaining your boating practice to engage the cadets in a safe and fun environment. Another Burgee year with more anticipated, well done.