

Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026

Grant Applications Received

1. Budget – Grants to Local Voluntary Organisations 2026/27

Each year the Town Council agrees a budget for grants to local voluntary or charitable organisations which provide services to residents within the Parish of Sevenoaks Town. Local community groups are invited to submit applications in August & January of each financial year, for consideration by this Committee.

The budget for Grants to Local Community Groups 2026/27 and the balance to date is shown below:

Grants Budget	2026/27 Budget £	2026/27 Balance £
Local Organisation Grants <i>Of which Play Days £2,000 (Theatre Shows)</i>	24,000	21,500
Sevenoaks Summer Festival	5,000	5,000
Twinning Support	1,000	£1,000
Youth Outreach	11,512	£7,902
Stag	27,000	0
Community Rail Partnership	3,000	0
Total	71,512	35,402

2. We Are Beams - Request to Repurpose Grant Award

At the meeting of this Committee held on 23rd February 2026, a grant of £1,584 was awarded to We Are Beams for the hire costs of the House in the Basement for family advice clinics, one day a week for 36 weeks.

On 12th August, We Are Beams advised that with regret they would be cancelling their remaining bookings for House in the Basement:

“Over recent months it has been harder and harder to secure funding to cover salary costs for running our Advice Service here at Beams. This is fairly typical for all that work in the Charity Sector, where securing core funding is a huge challenge. As a result of these difficulties, we have had to take some very difficult decisions which have included some redundancies and a reduction of hours across the team. The impact on service delivery has meant that we need to reorganise things a little to ensure we are able to still deliver support to as many families as possible across the North Kent area but that will mean that we can no longer run the sessions at House in the Basement.

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We respectfully ask whether you would be happy for the remaining funding that was secured for the hall hire costs could be relocated towards running our six-week Cygnet Parenting Programme that will also be supporting families within Sevenoaks.

The programme helps parents to better understand autism, develop practical strategies and feel more confident in supporting their children at home and in the wider community. The demand for the Cygnet Parenting Programme continues to be very high, so being able to put the remaining funding towards the programme would make a real difference to the families we support.

Please find some further information about the Cygnet Parenting Programme attached.”

RECOMMENDATION: The Committee is asked to consider the request from We Are Beams to repurpose the remaining unused £1,100 of the grant award towards supporting the Cygnet Parenting Programme, ring fenced for families resident in the Sevenoaks Town Council Parish.

3. Grants Subsidies for Free Room Hire

Sevenoaks Town Council offers grants subsidies on room hires at its venues to local organisations and for activities benefiting the local community. The free room hires are considered on an individual basis on request.

At the meeting of this Committee held on 8th June 2026, Councillors agreed the list of organisations approved to receive grant subsidies for free room hire in 2026/27.

RECOMMENDATION: The Committee is asked to consider adding Sevenoaks Society to the approved list, to receive one free room hire per year.

4. Grant Applications for Consideration by this Committee

Applications received from Sevenoaks Sea Cadets and Sevenoaks Three Arts Young Musician of the Year will be considered for an award from the Youth Outreach Budget by the Youth Services Committee at its meeting on Wednesday 23rd September 2026.

This Committee is requested to consider the following grant applications received.

Application forms are attached. Complete pack including application forms and background documents will be circulated separately due to the size of the document.

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Grant Ref No	Organisation Name & Charity Reg No	Purpose of award	Previous grant history	Grants in 2025/26 financial year £	Current Application £
63	Age UK	To support delivery of information & advice service for older people living in Sevenoaks Town, contributing to staff costs & volunteer expenses.	£2000 – 2020 (Community Resilience Fund – Covid)	Successful submission of a joint grant application by STC & Age UK to Kent Community Transport Scheme – Grant award of £71,795 Dec 2025.	£2,500
68	Baby Umbrella	To provide free specialist 1:1 support from qualified lactation consultants and breastfeeding counsellors.	£500 – Sep 21 £500 - March 22 £1,380 – Sep 22 £2,600 – Oct 23 £500 – Feb 24 £1,500 – Sept 24 £400 - Feb 25	£1,000 – Sept 25 £1,971 – Feb 26	£1,764
45	Hi Kent	Tu run free hearing aid clinics in Sevenoaks Town for another year.	£1,000 – 2016 £500 – 2017 £1,000 per year – 2019 to 2024	£1,000	£1,000
44	Lewis Project	Annual rental costs of House in the Basement.	n/a	n/a	£2,740
75	PHAB	Contribution to annual rent of hall for weekly club for adults with either learning disability and/or physical disability	£450 – 2023 £400 - 2024	£400	£500
11	Sevenoaks Counselling	To subsidise clients unable to afford recommended contribution towards cost of counselling services.	£2,000 – 2016 £1,200 – 2017 £1500 - 2019 £1,500 – 2020 £1,500 – 2021 & 22 £2,000 - 2024	£1500	£2,000
93	Sevenoaks Library of Things	To get pilot off the ground by providing funds for purchase of equipment, insurance and marketing materials, along with a small contingency fund	n/a - new project	n/a	£4,550

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Grant Ref No	Organisation Name & Charity Reg No	Purpose of award	Previous grant history	Grants in 2025/26 financial year £	Current Application £
		for volunteer support. The Sevenoaks Library of Things will provide a simple way for local residents to borrow useful tools, equipment and household items when needed, rather than purchasing them outright.			
Total grant funding requested					£15,054

RECOMMENDATION:

The Committee is asked to consider the grant applications detailed above.

APPLICATION FOR GRANT AID 2026/2027

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [Monday 15th March 2027 at 7pm] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use BLOCK CAPITALS if completing by hand.

PART 1 – YOUR ORGANISATION	
ORGANISATION NAME	Age UK Maidstone, Sevenoaks and Tonbridge
NAME OF CONTACT	Kate Payne
ADDRESS OF CONTACT	Sevenoaks Hollybush Day Centre Hollybush Court Hollybush Close Sevenoaks TN13 3UX
TELEPHONE NUMBER:	██████ ██████
EMAIL ADDRESS	████████████████

ARE YOU A REGISTERED CHARITY? If so, please provide registration number	1062723
PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION	Age UK Maidstone, Sevenoaks & Tonbridge is a local independent charity dedicated to helping older people live with dignity, maintain their independence and remain active, connected members of their communities. We provide a range of practical, emotional and social support services that enable older people to live well for longer, reduce loneliness and access the help they need to age with confidence. Our services include: <u>We give advice</u> Our trained advisors offer free information and advice to older people and their families. In 2024/25 we assisted over 866 individuals in accessing our Information & Advice service. Additionally, £499,493 in benefits were awarded to 102 individuals who received support in making benefits claims. We also supported 157 individuals to obtain a blue badge.

We offer home help

Our Independent Living Support workers provide practical assistance with household tasks to enable older people to remain safely and comfortably in their own homes for as long as possible. We want to enable more people to maintain their independence in their own home by providing trusted, person-centred help and support.

We befriend

We know how much it means to have someone to talk to, listen and share things with. That's why our Befriending Service plays such an important role in supporting older people in our local community. In March 2026 alone, our amazing team of 38 volunteer Befrienders made visits and phone calls to 51 older people, helping to build friendships, reduce loneliness and make sure people feel connected and supported.

We provide activities

At our day centres, we offer both social and dementia day care, providing a welcoming, supportive environment tailored to each individual's needs. With an array of vibrant activity groups and exciting events, from delightful lunch clubs to invigorating exercise classes, we give older people the opportunity to stay active, socialise, maintain independence, and even discover a new skill.

We support carers and families

Our holistic model of care extends beyond the individual client, we're here for families too. Through initiatives like our carers' group, we help ease the pressure and anxiety that often comes with the caregiving role. These groups offer a space for carers to connect with others who understand their journey, fostering new support networks and providing valuable advice and guidance.

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

While we do not currently collect formal data or impact measurements, we are mindful of our environmental responsibilities and aim to operate in a way that minimises harm and supports sustainability. We are committed to making practical changes wherever possible, including reducing paper use, encouraging recycling, using energy-efficient equipment, and promoting public or shared transport options when travelling to events or activities.

A significant step towards reducing our environmental impact will be the support we received from Sevenoaks Town Council in securing a new electric minibus for our exclusive use through a successful bid to Kent County Council. This investment will help us transition to a more sustainable approach to community transport by reducing emissions associated with our service, while continuing to provide vital accessible transport for older people in the Sevenoaks area. The electric minibus will enable us to continue supporting older residents to access our Day Centre in a more environmentally responsible way. In addition, we aim to increase awareness of environmental issues and encourage responsible behaviours among our staff and volunteers. We recognise there is more we can do to improve our environmental performance and are open to learning,

developing our approach and exploring ways to better measure and capture our impact in the future.		
DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS		
At present, our organisation does not undertake extensive activity specifically aimed at reducing greenhouse gas emissions or increasing biodiversity. As a charity, our primary focus remains on delivering our core mission to support older people across Maidstone, Sevenoaks and Tonbridge. However, we recognise the importance of environmental sustainability and the growing responsibility all organisations share in addressing climate change and ecological decline. Where possible, we take steps to minimise our environmental impact, for example, by reducing waste, using digital communications to limit paper use, and encouraging responsible energy use in our offices. We are committed to exploring how we might strengthen our approach in the future and integrate more environmentally sustainable practices into our operations as our capacity and resources allow.		
HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS		
Our organisation is committed to ensuring that older people in our catchment area have equal access to sports and community activities. We offer sessions such as <i>Knit and Natter</i> and <i>Tai Chi</i> either free of charge or at a low cost, to help remove financial barriers to participation. Activities are held in accessible community venues that are easy to reach and suitable for individuals with mobility needs. We create a welcoming and inclusive environment where people of all ages, backgrounds, and abilities feel comfortable and supported. To reach those who may be isolated or facing additional challenges, we work in partnership with local agencies, including healthcare providers and social prescribers, who refer individuals to our services. Many of our social activities are designed to be flexible, with no requirement for regular attendance, allowing participants to engage at their own pace. Where appropriate, we also signpost individuals to other organisations that offer more specialised support or physical activity programmes, ensuring that everyone has the opportunity to benefit from community involvement and improved wellbeing.		
PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	116
	B) VOLUNTEERS	175
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	38
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN?	512	

PART 2 – GRANT REQUEST	
AMOUNT OF GRANT APPLIED FOR	£2,500

PLEASE DESCRIBE YOUR PROJECT

Age UK Maidstone, Sevenoaks & Tonbridge delivers a free, confidential Information and Advice Service that supports older people across our catchment area, including residents of Sevenoaks Town. The service helps older people access information, understand their benefit entitlements and receive practical support with completing applications.

Our experienced advisers, supported by trained volunteers, provide one-to-one advice and assistance with a range of benefit-related enquiries. This includes carrying out benefit entitlement checks, supporting applications for Attendance Allowance and other welfare benefits, and helping clients complete Blue Badge applications. Many older people find these processes difficult to navigate, and our advisers provide the guidance and practical assistance needed to ensure applications are completed accurately and submitted successfully. Where appropriate, we also signpost and refer clients to other local services and organisations that can provide additional support to meet their health, care and wellbeing needs.

Demand for the service continues to increase as more older people face rising living costs, long-term health conditions and increasing complexity when accessing support. By providing timely information, advice and practical assistance, we help older people access the support they are entitled to, improve their quality of life and maintain their independence for longer.

Between 1 April 2025 and 31 March 2026, we supported 62 older people living in Sevenoaks Town through our Information and Advice Service. During this period, we completed 36 Blue Badge applications, 33 Attendance Allowance applications and 36 benefit entitlement checks for Sevenoaks Town residents, while 6 people were signposted to other local services for additional support. These figures demonstrate the ongoing demand for specialist information and advice within Sevenoaks Town and the tangible impact of helping older people access the financial and practical support they are entitled to.

The case study below demonstrates the impact our Information and Advice service can have on clients and their families:

Jackie* first contacted us when her husband, David*, was diagnosed with early-stage dementia. Jackie recalled: "Initially, it felt like we were going through the motions of being referred to different organisations without any real progress being made. It felt as though all of these organisations, Social Services included, were willing to offer me help but when I asked for specific things it became a real struggle." As David's health declined, support at home became essential as his mobility worsened. That is when Jackie contacted our I&A team: "I knew about Age UK, but I didn't know about the breadth and depth of support they offer. Thanks to the team at AUKMST, David was able to get attendance allowance and was also put forward for a blue badge. Age UK's team were so friendly and were able to help us complete paperwork in a way that ensured we got the support we were entitled to. It's hard to think with that precision when you're experiencing your worst possible day, but they help you to do it." Jackie also received Attendance Allowance, which helped her access private carers and take short breaks from

her caring role. "Thanks to the support from AUKMST, I was able to access funding for private carers to help me with David. It didn't stop all of my caring responsibilities, but it meant that I had more time to do things like go for coffee with friends. I can't speak highly enough of them".

PLEASE EXPLAIN WHAT YOU WILL BE USING THE GRANT FOR

We are requesting funding to support the delivery of our Information and Advice Service for older people living in Sevenoaks Town. The grant will contribute towards the staffing costs and volunteer expenses for our Information and Advice team, enabling us to continue providing free, independent and confidential advice and practical support to local residents.

The funding will support adviser time spent carrying out benefit entitlement checks, assisting with Attendance Allowance and other welfare benefit applications, supporting Blue Badge applications, responding to enquiries by telephone and in person, and providing follow-up support where required. Advisers also signpost clients to appropriate local and national services where additional support is needed.

By helping older people understand their entitlements and successfully access the benefits and support available to them, the service promotes independence, improves wellbeing and helps people remain active and connected within their community. Funding from Sevenoaks Town Council will help ensure that older residents of the Town continue to have access to this trusted and much-needed service.

WHICH TAX YEAR WILL THE GRANT BE USED IN	2026/27
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PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)	YES/NO
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IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?	YES/NO
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PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

We have not yet submitted funding requests to other town or parish councils. As part of our ongoing fundraising strategy, we intend to approach relevant local councils later in the year to seek support for our range of community services and activities. Consequently, no applications have been made and no funding has been requested or awarded at this stage.

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT?
Yes.

IF YES, PLEASE GIVE DETAILS

We currently have two multi-year grants supporting our Information and Advice Service from The Henry Smith Charity and Colyer Fergusson Charitable Trust. These grants provide valuable core funding and contribute towards the delivery costs of the service, including staffing and operational costs.

However, these grants do not fully cover the cost of delivering the service, and we continue to have a small funding shortfall. We are therefore actively seeking additional funding from a range of grant-making organisations and local partners to ensure we can maintain this vital service for older people, including residents of Sevenoaks Town.

Funding from Sevenoaks Town Council would help us sustain the service locally, enabling our experienced Information and Advice team to continue providing free, confidential support to older people who need help understanding their benefit entitlements, completing applications and accessing the support available to them.

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

Age UK Maidstone, Sevenoaks & Tonbridge is extremely grateful for the continued support and partnership of Sevenoaks Town Council. The Council's commitment to supporting older residents and community services makes a significant difference to the lives of local people.

Our Information and Advice Service provides a vital lifeline for many older people, particularly those who may be vulnerable, isolated or struggling to navigate increasingly complex systems. For many clients, accessing support with benefit entitlement checks, Attendance Allowance applications, Blue Badge applications and other welfare-related enquiries can make a significant difference to their independence, confidence and quality of life.

Although our service operates across our wider catchment area, older people living in Sevenoaks Town are a key group of beneficiaries and are able to access our support through telephone advice, face-to-face appointments and other appropriate channels. Our advisers provide personalised, practical assistance, helping residents understand their options and access the support available to them.

We are committed to working collaboratively with local partners to ensure older people receive timely support and are not left without help when they need it most. By investing in early advice and intervention, the service helps prevent issues from escalating, supports wellbeing and enables older people to remain independent within their own communities.

We would like to thank Sevenoaks Town Council for considering this application. A grant towards the delivery of our Information and Advice Service would help us continue providing this trusted, local support to older residents and ensure they can access the information and assistance they need to live fulfilling and independent lives.

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR	<u>Balances Y/E 31.03.26</u> Community Access Metro- (596) - £232.08 Age Concern Sevenoaks & Tonbridge-CCLA (8001) - £115,566.35 Age Concern Sevenoaks and District (CAF) Gold (0207) - £212,792.68 Age Concern Sevenoaks Tonbridge & District- CAF (1582) - £93,220.24 Age UK M S T 12 Mth saver -Caf (698) - £85,000 AGE UK Maidstone Sevenoaks & Tonbridge- Metro Bank (421) - £40,912.15 Age Uk Maidstone Sevenoaks & Tonbridge HSBC (7378) - £3,241.45 Age UK MST Community Access – Metro Bank (3472) - £161.58 Age UK MST - Metro Bank (1736) - £3,867.95 Age UK Sevenoaks & Tonbridge District (United Trust) -UT(628) - £91,892.10
HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?	5 months
HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS E.G. FUNDRAISING, DURING THE LAST YEAR?	£332,488.83
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	
Last year, we were incredibly grateful to Sevenoaks Town Council for submitting a successful bid to Kent County Council to secure a new electric minibus for our exclusive use. This significant investment will make a huge difference to our transport service and the older people we support across the Sevenoaks area. The new electric minibus will enable us to continue providing safe, reliable and accessible transport for older residents, helping them remain independent, connected and engaged within their community. For many of our passengers, our transport service is a vital lifeline, providing access to our Hollybush Day Centre for support they may otherwise struggle to reach. The move to an electric vehicle also represents an important step towards a more sustainable service, reducing our environmental impact while ensuring we can continue to provide transport that meets the needs of older people for years to come. Having a vehicle dedicated to our service will improve reliability, increase our capacity and allow us to better respond to demand from local residents.	

We greatly appreciate Sevenoaks Town Council's continued support and commitment to improving the lives of older people in the community. Their advocacy in helping us secure this resource demonstrates the value they place on accessible transport, reducing isolation and supporting older people to live fulfilling and independent lives. Huge thanks again for this fantastic support.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of form completed	Yes
Form signed	Yes
Audited accounts for last two financial years attached	Yes
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	Yes

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

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

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

SIGNATURE K.Payne	DATE: 29 July 2026
NAME AND POSITION IN ORGANISATION IN CAPITALS PLEASE	Head of Income Generation and Marketing

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

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

Bank: [REDACTED]

Sort Code: [REDACTED]

Account No: [REDACTED]

Please return this form to Alison Futtit at council@sevenoakstown.gov.uk or at Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Friday 31st July 2026** for the September Finance & Delivery Committee
 - **Friday 8th January 2027** for the February Finance & Delivery Committee
- NB: Late applications will be reviewed at the following Grants meeting.

REGISTERED COMPANY NUMBER: 03344224 (England and Wales)
REGISTERED CHARITY NUMBER: 1062723

Age UK Maidstone, Sevenoaks and Tonbridge
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025



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Age UK Maidstone, Sevenoaks and Tonbridge

Legal and administrative information for the year ended 31 March 2025

Trustees	J Kuller M McKay (resigned 27 January 2026) M J Redondo K Barnes (resigned 14 April 2024) B K Vanns (appointed 30 April 2024) A J Clark (appointed 30 April 2024) D I Townsend (appointed 30 April 2024) J R Latherton (appointed 30 April 2024, resigned 15 April 2026) P Smith (appointed 4 July 2024) A Grogan (appointed 7 October 2025) S Mannooch (appointed 7 October 2025) B McNaughton (appointed 7 October 2025)
CEO and Secretary	L MacPherson
Company registered number	03344224
Charity registered number	1062723
Registered office	Unit 1 and 2 Dairy Farm Fairview Farm Linton Road Maidstone Kent ME15 0AL
Independent auditors	WP Audit Services LLP Chartered Accountants North House, 198 High Street Tonbridge, TN9 1BE
Bankers	Metro Bank Plc One Southampton Row London, WC1B 5HA HSBC UK Bank Plc 1 Centenary Square Birmingham, B1 1HQ CAF Bank Ltd 25 Kings Hill Avenue King Hill Kent, ME19 4JQ United Bank 1 Ropemaker Street London, EC2Y 9AW CCLA One Angel Lane London, EC4R 3AB

Age UK Maidstone, Sevenoaks and Tonbridge

Chairman's report for the year ended 31 March 2025

Firstly, a very big thank you to our staff, managers, leaders, volunteers, partners and supporters who remain the foundation of our work, and the Board is deeply grateful for their continued dedication and support.

The delay in preparing these accounts arose from unforeseen circumstances that were outside of our control, and every effort was made to complete the process as promptly as possible.

The past year April 2024 to 31 March 2025 has been another very challenging period for the charity. While demand for our services has remained strong across the communities we support, the financial environment in which we operate has tightened considerably.

This is reflected in the year's financial outcome: a net deficit of £282,954, compared with a surplus in the previous year.

The deficit is driven by a combination of reduced income and rising operational costs, most notably staff related expenditure, which continues to be our largest investment in delivering high quality services. This included an increase on employer national contributions and one off post merger integration costs.

Despite these financial pressures, the charity has continued to deliver a wide range of vital services to the communities we serve.

Income from charitable activities increased modestly, and donations and legacies grew significantly, demonstrating continued trust and generosity from our supporters.

We also secured new restricted funding for dementia services, cognitive services (COGS), and community programmes, which has strengthened our ability to meet specific local needs.

However, the reduction in unrestricted reserves—from £1.273m to £966k—is a clear signal that we must continue to manage our resources carefully. Cash balances have reduced accordingly, reflecting the operational deficit and the broader financial climate.

Trustees have reviewed the organisation's position and, despite these challenges, remain confident in the charity's ability to continue as a going concern.

Operationally, the charity has maintained a strong focus on service delivery. Our teams have supported older people across a wide spectrum of needs—from independent living and dementia support to transport, meals, footcare, and community engagement.

The increase in restricted funds (both income and closing funds) highlights the confidence funders place in our targeted programmes.

Governance remains robust. Trustees received no remuneration, and key management costs remain proportionate to the scale and complexity of the organisation.

A prior year adjustment was made to correct historical accounting estimates, improving the accuracy and transparency of our financial reporting.

Looking ahead, the charity enters the new financial year with a clear understanding of the pressures we face but also with confidence in our mission and our people.

Our priority is to focus on our financial performance, to strengthen unrestricted income, maintain tight cost control, and continue delivering high quality, person centred services to older people across Maidstone, Sevenoaks and Tonbridge.


.....
J Kuller (Chair)

Age UK Maidstone, Sevenoaks and Tonbridge

Report of the Trustees for the year ended 31 March 2025

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Age UK Maidstone, Sevenoaks and Tonbridge is a non-political, non-sectarian voluntary body with charitable status. The charity works with statutory bodies and other voluntary organisations to promote the welfare of elderly people in any manner which is now, or may hereafter be, deemed by the law to be charitable.

The charity operates across Maidstone, Sevenoaks and Tonbridge, supporting people aged 50 and over.

Our priorities are laid out in our Mission statement:

Our Vision and Mission

Our vision is to grow age friendly communities, enabling people to age well across Maidstone, Sevenoaks and Tonbridge. Is this our vision as in the strategy document

Our mission is to improve the lives of people aged 50 and over across Maidstone, Sevenoaks and Tonbridge by ensuring that they are:

- Valued,
- Active,
- Connected,
- Able to enrich their lives, and,
- Supported to live independently.

The values that underpin all of our work are:

- **Heart** - We put people's needs and preferences at the heart of everything we do. We are welcoming, respectful and empathetic.
- **Inclusive** - We celebrate the diverse communities of Maidstone, Sevenoaks and Tonbridge and the contributions they bring.
- **Creative** - We work together to find innovative solutions to the challenges facing older people in our local communities.
- **Professional** - We are committed to delivering high quality services and activities.
- **Collaborative** - We believe teamwork and strong partnerships are central to achieving our vision.
- **Proud** - We are proud to work and volunteer for Age UK Maidstone, Sevenoaks and Tonbridge and of the positive difference we make to the lives of older people.

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set. During the year ended 31 March 2025, the charity carried out a range of activities to further its charitable purposes for the public benefit. These activities included:

- Providing information and advice to older people to help them make informed decisions, access services and maintain independence.
- Delivering social, wellbeing and community based activities to reduce loneliness and isolation
- Supporting people living with dementia and their carers, including through dementia cafés and partnership based initiatives
- Working in collaboration with local authorities, health providers, care organisations and voluntary sector partners to extend reach and improve outcomes
- Engaging volunteers and staff to deliver services that reflect local priorities across Maidstone, Sevenoaks and Tonbridge

Age UK Maidstone, Sevenoaks and Tonbridge

Report of the Trustees for the year ended 31 March 2025

These activities directly contributed to the charity's aims of valuing older people, supporting independence and improving quality of life.

Volunteers

We are extremely grateful for the continued support of volunteers and partner organisations who play a vital role in helping Age UK Maidstone, Sevenoaks and Tonbridge deliver its services.

We would like to extend our sincere thanks to the many organisations that have supported us over the past year, including Maidstone Borough Council, Sevenoaks District Council and Sevenoaks Town Council, Tonbridge and Malling Borough Council, Kent County Council, West Kent Housing, and Clarion Housing. Their ongoing partnership and collaboration have been invaluable in enabling us to reach and support older people across our communities.

ACHIEVEMENTS AND PERFORMANCE

The past year April 2024 to 31 March 2025 has been another very challenging period for the charity, being the first full year of operating as a larger organisation following the merger with Age UK Sevenoaks, Tonbridge & District in August 2023. While demand for our services has remained strong across the communities we support, the financial environment in which we operate has tightened considerably.

Despite financial pressures, the charity has continued to deliver a wide range of vital services to the communities we serve across Maidstone, Sevenoaks and Tonbridge.

Operationally, the charity has maintained a strong focus on service delivery. Our teams have supported older people across a wide spectrum of needs—from independent living and dementia support to transport, meals, footcare, and community engagement.

We also secured new restricted funding for dementia services, cognitive services (COGS), and community programmes, which has strengthened our ability to meet specific local needs.

Financial review

Our Income and Expenditure Statement shows a deficit for the financial year amounting to £297,288 (2024 surplus £353,079 – including income as a result of the merger with AGE UK Sevenoaks and Tonbridge of £577,045).

Income received totalled £1,544,557 (2024: £1,346,846, excluding the merger income).

Reserves policy

Total funds now stand at £976,876 (2024: £1,274,164) but of these £11,324 (2024: £1,073) are restricted as per Note 16 to the Financial Statements. Our free reserves funds are sufficient to fund all of our activities for 6 months. The trustees' reserves policy, in respect of both the restricted and unrestricted funds, is to maintain these so that they are sufficient to manage financial risk, support service continuity, and meet its future commitments while maintaining financial sustainability.

Principal risks and uncertainties

The trustees have identified the following as the principal risks facing the charity:

- Resource funding pressures, including dependency on grant income and the need to secure sustainable funding streams.
- Staffing capacity and recruitment challenges, particularly in specialist roles required to deliver regulated services.
- Infrastructure constraints, including premises and systems required to support growth and service delivery.
- Regulatory requirements and the need to ensure ongoing compliance while adapting services to meet future demand.

Age UK Maidstone, Sevenoaks and Tonbridge

Report of the Trustees for the year ended 31 March 2025

Financial and risk management objectives and policies

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. To support this, the charity maintains an up-to-date risk register, which is reviewed regularly.

The trustees have assessed the major risks to which the charity is exposed, particularly those relating to financial management and service delivery, and are satisfied that appropriate systems and controls are in place to mitigate these risks.

As part of their oversight, the trustees review detailed budgets and cash flow forecasts, which are updated regularly to reflect changes in income and expenditure. They also receive quarterly management accounts, supplemented by more frequent financial updates as required.

The board meets regularly throughout the year to review the overall financial position of the charity. Following this review, the trustees are satisfied that the internal financial controls in place are appropriate and effective in safeguarding the charity's assets.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Age UK Maidstone, Sevenoaks and Tonbridge is a Charitable company limited by guarantee which was incorporated on 2 April 1997 as Age Concern Maidstone. The Charity is registered with the Charity Commission and governed by its Memorandum and Articles of Association and the Constitution. Directors and Trustees receive no remuneration for their work on behalf of the charity.

On 29 February 2012 the charity changed its name to Age UK Maidstone as a company limited by guarantee as the successor to Age Concern Maidstone. The members present at the charities Annual General meeting on 6 October 2011 had voted in favour of the name change on the recommendation of the Trustees.

On 1 September 2023 the charity changed its name to Age UK Maidstone, Sevenoaks and Tonbridge following a merger with Age UK Sevenoaks & Tonbridge District.

Our Trustees have traditionally been recruited by word of mouth, personal recommendation and via the local Volunteer Bureau. We have been fortunate that the mix of expertise has been sufficient to enable the Trustees to make informed decisions. All new Trustees are given an induction pack which includes a copy of "The Essential Trustee" published by the Charity Commission. They are also assigned an existing Trustee as their mentor and given the opportunity to visit all the various activities of the Charity.

As part of our commitment to quality in the services we provide we are registered with the Care Quality Commission. We applied for ISO 9001 on February 2014 and were registered on 20 February 2014 for the provision of social opportunities and outreach services to older people. We are inspected annually on our compliance with our ISO 9001:2015 standard. We were inspected in November 2017 and are reregistered for another three years subject to annual reviews.

As a brand partner of Age UK we received support from the national charity through the brand partner payments as a grant, fact sheets, policy responses to Government initiatives and support for campaigning on issues that affect older people.

Any decisions that may affect existing policies, or the agreeing of new policies or procedures, are made by the Board after receiving recommendation from the Board's various sub committees. These are formed to advise the Board on Finance and Business Planning, Care and Personnel. The Board also ask the Chief Executive Officer to attend the Board and its sub committees in an advisory role.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Age UK Maidstone, Sevenoaks and Tonbridge for the purposes of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate 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 the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

WP Audit Services LLP were appointed auditor to the charitable company and in accordance with section 487(2) of the Companies Act 2006, are deemed to have been re-appointed.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 8 July 2026..... and signed on the board's behalf by:

.....
J Kuller (Chair)

Opinion

We have audited the financial statements of Age UK Maidstone, Sevenoaks and Tonbridge ("the charitable company") for the year ended 31 March 2025, which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 require us to report to you if, in our opinion:

- the charitable company has not kept adequate and proper accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the directors' report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

We obtained an understanding of the legal and regulatory framework applicable to the preparation of the financial statements of the charitable company, and the procedures that management adopt to ensure compliance. We have considered the extent to which non-compliance might have a material effect on the financial statements, and in particular we identified: the Companies Act 2006, Financial Reporting Standard 102 and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

We have also identified other laws and regulations that do not have a direct effect on the amounts or disclosures within the financial statements, but for which compliance is fundamental to the charitable company's operations and to avoid material penalties, including General Data Protection Regulation (GDPR), Care Quality Commission regulation, employment law and health and safety.

Having reviewed the laws and regulations applicable to the charitable company, we designed and performed audit procedures to obtain sufficient appropriate audit evidence. Specifically, we:

- Selected an engagement team with particular familiarity in dealing with charity and not for profit organisations;
- Obtained and reviewed internal policies and procedures and external guidance, including the Care Quality Commission inspection reports;
- Held discussions with management involved in the compliance functions, including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Reviewed the completeness and accuracy of associated disclosures made in the financial statements;
- Obtained and reviewed meeting minutes; and,
- Reviewed legal expense accounts for indication of any possible non-compliance.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the key risks were related to posting inappropriate journal entries to overstate income, and management bias in accounting estimates, particularly the dilapidations provision, and areas of the financial statements requiring judgement, such as the impairment of debtor balances. Audit procedures performed by us included:

- Assessing the systems and controls in place, and whether any weaknesses were identified which could suggest or allow fraud;
- Designing and performing audit procedures to obtain sufficient appropriate audit evidence in relation to the completeness of income;
- Challenging assumptions made by management in arriving at accounting estimates and judgements; and
- Identifying and testing journal entries, to ensure there was a clear business rationale for transactions outside the normal course of business.

The audit has been planned and performed in accordance with auditing standards, however, because of the inherent limitations of audit procedures there remains a risk that we will not detect all irregularities, including those that may lead to material misstatements in the financial statements. There are inherent difficulties in detecting irregularities, and irregularities that result from fraud may be more difficult to detect than irregularities that result from error, for example due to concealment, override of controls, collusion or misrepresentations. In addition, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less audit procedures are able to identify it.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Age UK Maidstone, Sevenoaks and Tonbridge

Independent Auditors' Report to the Members for the year ended 31 March 2025

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

.....
Jonathan Healey FCA
Senior Statutory Auditor
For and on behalf of:
WP Audit Services LLP
Statutory Auditors
Chartered Accountants

Date:

North House
198 High Street
Tonbridge
Kent TN9 1BE

AGE UK MAIDSTONE, SEVENOAKS AND TONBRIDGE (A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025**

		Unrestricted funds 2025	Restricted funds 2025	Total funds 2025	Total funds 2024 As restated
	Note	£	£	£	£
Income from:					
Donations and legacies	3	88,122	30,097	118,219	93,903
Charitable activities	4	1,204,113	193,293	1,397,406	1,237,421
Other trading activities		3,884	-	3,884	-
Investments		15,074	-	15,074	6,091
Other income	5	9,974	-	9,974	586,476
Total		1,321,167	223,390	1,544,557	1,923,891
Expenditure on:					
Raising funds	6	27,642	-	27,642	-
Charitable activities	7	1,602,576	211,627	1,814,203	1,570,812
Total		1,630,218	211,627	1,841,845	1,570,812
Net (expenditure) / income		(309,051)	11,763	(297,288)	353,079
Transfers between funds		1,512	(1,512)	-	-
Net movement in funds		(307,539)	10,251	(297,288)	353,079
Reconciliation of funds:					
Total funds brought forward:					
As originally stated		1,128,798	72,993	1,201,791	921,085
Prior period adjustment	20	144,293	(71,920)	72,373	-
As restated		1,273,091	1,073	1,274,164	921,085
Total funds carried forward		965,552	11,324	976,876	1,274,164

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

AGE UK MAIDSTONE, SEVENOAKS AND TONBRIDGE (A company limited by guarantee)

**BALANCE SHEET
AS AT 31 MARCH 2025**

	Note	2025 £	2025 £	2024 As restated £	2024 As restated £
Fixed assets					
Tangible assets	11		167,188		173,116
			167,188		173,116
Current assets					
Stocks		2,381		1,554	
Debtors	12	200,232		140,591	
Unlisted investments	13	113,161		107,819	
Cash at bank and in hand		659,719		972,321	
		975,493		1,222,285	
Creditors: amounts falling due within one year	14	(155,805)		(111,237)	
Net current assets			819,688		1,111,048
Provisions for liabilities	15		(10,000)		(10,000)
Total net assets			976,876		1,274,164
The funds of the charity:					
Unrestricted funds			965,552		1,273,091
Restricted funds			11,324		1,073
Total funds	16		976,876		1,274,164

The financial statements were approved by the Board of Trustees on 8 July 2026 2025 and were signed on its behalf by:


J Kuller - Trustee

Company number: 03344224

AGE UK MAIDSTONE, SEVENOAKS AND TONBRIDGE (A company limited by guarantee)

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2025**

		2025	2024
	Note	£	As restated £
Cash flows from operating activities:			
Net cash (used in) / provided by operating activities	A	(319,743)	341,120
Cash flows from investing activities:			
Investment income		9,732	6,091
Purchase of tangible fixed assets		(2,591)	(5,316)
Purchase of investments		-	(107,819)
Net cash used in investing activities		7,141	(107,044)
Change in cash and cash equivalents in the year		(312,602)	234,076
Cash and cash equivalents at the beginning of the year		972,321	738,245
Cash and cash equivalents at the end of the year	B	659,719	972,321
A. Reconciliation of net income to net cash flow from operating activities			
Net (expenditure) / income per the Statement of Financial Activities		(297,288)	226,899
Investment income		(15,074)	(6,091)
Depreciation and amortisation charges		8,350	9,889
Profit or loss on disposal		169	29,904
Movement in provisions		-	10,000
Increase in stocks		(827)	(1,554)
Increase in debtors		(59,641)	(67,278)
Increase in creditors		44,568	139,351
Net cash (used in) / provided by operating activities		(319,743)	341,120
B. Analysis of changes in net cash			
	Cash at bank £	Invest- ments £	Total £
At the beginning of the year	972,321	107,819	1,080,140
Cash flows	(312,602)	5,342	(307,260)
At the end of the year	659,719	113,161	772,880

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

1 ACCOUNTING POLICIES

Basis of preparation of the financial statements

The financial statements have been prepared in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Age UK Maidstone, Sevenoaks And Tonbridge meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are presented in pounds sterling and rounded to the nearest pound.

Going concern

The Trustees have assessed that there are no significant doubts in the charity's ability to continue as a going concern. As a result, the financial statements have been prepared on a going concern basis.

Income

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds, in which case the income is recognised when the conditions have been met. Where grants are received in response to a proposal including a budgeted timescale, such that the timescale for the expenditure is implicit in the grant agreement, the income is recognised in accordance with that timescale.

Income from legacies is recognised when the charity is entitled to the income, receipt is probable and the amount can be measured reliably. It is normally considered probable when there has been a grant of probate, the executors have established that there are sufficient assets in the estate to pay the legacy, and any conditions attached are within the control of the charity or have already been met.

Income from charitable activities is recognised in the period in which the relevant services are delivered. Income from performance-related grants in connection with the charitable activities is recognised to the extent that the performance-related criteria have been met.

Expenditure

Expenditure is recognised on the accruals basis when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably.

Expenditure is classified by activity. Direct costs attributable to a single activity are allocated directly to that activity. Support costs which are not attributable to a single activity are apportioned between those activities on the basis of estimated usage, calculated as the proportion of directly attributable costs.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

1 ACCOUNTING POLICIES continued

Expenditure on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives.

Fund accounting

General funds are unrestricted funds which can be used in accordance with the charitable objectives at the discretion of the Trustees.

Designated funds are a subset of unrestricted funds and represent funds set aside by the Trustees for specific future purposes or projects.

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 purposes.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated realisable value of each asset over its expected useful life, as follows:

Freehold property	2% on the straight line basis
Plant and machinery	15% on the straight line basis
Office equipment	33% on the straight line basis

Assets costing less than £250 are not capitalised but are recognised as expenditure in the Statement of Financial Activities in the year incurred. Land is not depreciated.

Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks.

Investments

Investments are made up of cash that has been deposited with original maturities of more than three months but at the balance sheet date has a maturity of less than one year.

Cash and cash equivalents

Cash held on deposit for three months or less is shown on the Balance Sheet and the Statement of Cash Flow as Cash and cash equivalents.

Financial instruments

The charity only has financial instruments of a kind that qualify as basic financial instruments. Short term basic financial instruments such as trade debtors and trade creditors are initially recognised at transaction value and subsequently measured at their settlement value. Long term basic financial instruments such as bank loans are initially recognised at transaction value and subsequently measured at amortised cost using the effective interest method.

Taxation

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

Leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

AGE UK MAIDSTONE, SEVENOAKS AND TONBRIDGE (A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

1 ACCOUNTING POLICIES continued

Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense.

Payments to defined contribution pension schemes are charged as an expense as they fall due.

2 STATUS

Age UK Maidstone, Sevenoaks And Tonbridge is a company limited by guarantee with the company registration number 03344224 (England and Wales) and the charity registration number 1062723. The address of the registered office is Unit 1 and 2 Dairy Farm, Fairview Farm, Linton Road, Maidstone, Kent ME15 0AL.

3 INCOME FROM DONATIONS AND LEGACIES

	2025	2024
	£	As restated £
Donations	36,180	70,996
Legacies	62,039	-
Grants - not performance related	20,000	22,907
	<u>118,219</u>	<u>93,903</u>

In the preceding period, income of £5,741 was restricted.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

4 INCOME FROM CHARITABLE ACTIVITIES

<i>Current period</i>	<i>2025 Client contri- butions £</i>	<i>2025 Performan- ce-related grants £</i>	<i>2025 Total As restated £</i>
Daycare	67,807	-	67,807
Independent living service	427,075	10,000	437,075
Footcare and hair therapy	104,104	1,860	105,964
Gardening	25,927	-	25,927
Dementia centre	201,519	84,705	286,224
Transport service	53,719	-	53,719
Meals on wheels service	88,327	-	88,327
Take home and settle	77,978	-	77,978
Befriending talking therapies	-	6,667	6,667
Peers support	580	16,944	17,524
COGS (Cognitive stimulation)	50,595	41,717	92,312
Pop in café	50,948	1,900	52,848
Pop up exercise classes	30,447	-	30,447
Information & Advice	-	17,500	17,500
Age UK partner income	-	37,087	37,087
	1,179,026	218,380	1,397,406
<i>Prior period</i>	<i>2024 Client contri- butions £</i>	<i>2024 Performan- ce-related grants £</i>	<i>2024 Total As restated £</i>
Daycare	189,292	51,923	241,215
Bathing service	14,355	-	14,355
Independent living service	482,106	-	482,106
Footcare and hair therapy	79,366	-	79,366
Dementia centre	82,248	24,335	106,583
Transport service	33,498	-	33,498
Meals on wheels service	96,119	11,467	107,586
Take home and settle	78,944	-	78,944
Peers support	570	-	570
COGS (Cognitive stimulation)	8,492	-	8,492
Pop in café	38,953	5,586	44,539
Age UK partner income	-	40,167	40,167
	1,103,943	133,478	1,237,421

In the preceding period, income of £45,621 was restricted.

AGE UK MAIDSTONE, SEVENOAKS AND TONBRIDGE (A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

5 OTHER INCOME

	2025	2024
	£	£
Miscellaneous income	9,974	9,431
Net assets acquired on merger	-	577,045
	<u>9,974</u>	<u>586,476</u>

During August 2023, Age UK Maidstone and Age UK Sevenoaks Tonbridge and District merged, resulting in the assets and liabilities of Age UK Sevenoaks Tonbridge and District transferring to Age UK Maidstone. Assets totalled £495,048, whilst liabilities amounted to £81,997.

6 EXPENDITURE ON RAISING FUNDS

	2025	2024
	£	£
Staff costs	27,045	-
Advertising and marketing	117	-
Office costs	480	-
	<u>27,642</u>	<u>-</u>

The Head of Fundraising position was created in March 2024.

7 EXPENDITURE ON CHARITABLE ACTIVITIES

Current period	2025	2025	2025
	Direct	Support	Total
	costs	costs	£
	£	£	
Daycare	91,054	41,468	132,522
Independent living service	387,136	176,312	563,448
Footcare and hair therapy	64,155	29,218	93,373
Gardening	28,653	13,049	41,702
Dementia centre	184,205	83,892	268,097
Transport service	162,782	74,135	236,917
Meals on wheels service	96,744	44,060	140,804
Take home and settle	42,479	19,346	61,825
Befriending talking therapies	12,156	5,536	17,692
Peers support	1,163	530	1,693
COGS (Cognitive stimulation)	33,937	15,456	49,393
Pop in café	63,585	28,958	92,543
Pop up exercise classes	17,995	8,195	26,190
Information & Advice	31,843	14,502	46,345
One You	28,623	13,036	41,659
	<u>1,246,510</u>	<u>567,693</u>	<u>1,814,203</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

7 EXPENDITURE ON CHARITABLE ACTIVITIES continued

<i>Prior period</i>	2024 <i>Direct</i> costs £	2024 <i>Support</i> costs £	2024 <i>Total</i> £
Daycare	161,102	98,183	259,285
Bathing service	19,120	18,936	38,056
Advice and information	-	26,869	26,869
Independent living service	412,052	165,347	577,399
Footcare and hair therapy	52,874	38,653	91,527
Befriending	6,278	13,771	20,049
Advocacy	-	22,387	22,387
Dementia centre	63,472	48,177	111,649
Transport service	101,423	14,382	115,805
Meals on wheels service	126,900	42,614	169,514
Take home and settle	18,755	1,004	19,759
Peers support	12,460	5,145	17,605
COGS (Cognitive stimulation)	24,701	5,801	30,502
Pop in café	66,830	3,576	70,406
	1,065,967	504,845	1,570,812

In the preceding period, expenditure of £50,289 was applied to restricted funds.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

8 EXPENDITURE ANALYSIS

	2025 Direct costs £	2024 Direct costs £	2025 Support costs £	2024 Support costs £
Direct and support costs comprise:				
Staff costs	872,657	749,430	268,592	262,455
Staff and volunteer expenses	56,515	8,058	10,893	-
Staff recruitment	-	-	7,204	405
Agency staff	5,997	5,252	31,149	-
Food and activities costs	91,867	83,289	-	-
Travel costs	162,423	139,144	216	1,578
Premises costs	27,120	28,483	51,847	34,491
Insurance	4,409	-	18,449	19,864
IT costs	6,710	-	37,868	20,886
Motor expenses	1,644	-	881	-
Office costs	6,876	47,621	68,980	29,582
Advertising and marketing	795	-	1,419	2,294
Consultancy	3,774	4,690	620	2,523
Bank charges	-	-	7,898	10,923
Bad debts	5,723	-	39,247	38,903
Depreciation	-	-	8,350	9,889
Profit or loss on disposal	-	-	169	29,904
Governance costs:				
Audit fees	-	-	10,268	10,400
Legal and professional fees	-	-	3,644	15,587
Merger costs	-	-	-	15,161
	1,246,510	1,065,967	567,694	504,845

9 NET (EXPENDITURE) / INCOME

	2025 £	2024 £
Net (expenditure) / income is stated after charging/(crediting):		
Operating lease rentals	48,522	45,530
Depreciation	8,350	9,889
Auditors' remuneration for audit services	10,268	10,400

AGE UK MAIDSTONE, SEVENOAKS AND TONBRIDGE (A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

10 STAFF COSTS

	2025 £	2024 £
Gross salaries	1,087,858	939,855
Employer's National Insurance contributions	56,318	48,060
Employer's pension contributions	24,118	23,970
	<u>1,168,294</u>	<u>1,011,885</u>

The average number of persons employed by the charity during the year was:

	2025 No.	2024 No.
Administration and management	11	8
Independent living service	51	50
Meals on wheels service	9	5
Daycare and other services	29	44
	<u>100</u>	<u>107</u>

Staff receiving remuneration in excess of £60,000 fell into the following bands:

	2025 No.	2024 No.
£70,001 - £80,000	1	1

11 TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Office equipment £	Total £
Cost				
At 1 April 2024	234,963	11,360	7,229	253,552
Additions	-	-	2,591	2,591
Disposals	-	(1,365)	(506)	(1,871)
At 31 March 2025	<u>234,963</u>	<u>9,995</u>	<u>9,314</u>	<u>254,272</u>
Depreciation				
At 1 April 2024	70,352	6,208	3,876	80,436
Charge for the year	4,699	1,405	2,246	8,350
Eliminated on disposals	-	(1,365)	(337)	(1,702)
At 31 March 2025	<u>75,051</u>	<u>6,248</u>	<u>5,785</u>	<u>87,084</u>
Net book value				
At 31 March 2025	<u>159,912</u>	<u>3,747</u>	<u>3,529</u>	<u>167,188</u>
At 31 March 2024	<u>164,611</u>	<u>5,152</u>	<u>3,353</u>	<u>173,116</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

12 DEBTORS

	2025 £	2024 £
Trade debtors	101,593	66,231
Prepayments and accrued income	97,877	73,967
Other debtors	762	393
	<u>200,232</u>	<u>140,591</u>

13 CURRENT ASSET INVESTMENTS

	2025 £	2024 £
Unlisted investments	113,161	107,819

The unlisted investments represent amounts held in an account with CCLA.

14 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade creditors	58,404	36,929
Other taxation and social security	17,153	17,195
Accruals and deferred income	69,028	46,848
Other creditors	11,220	10,265
	<u>155,805</u>	<u>111,237</u>

The movement on deferred income is as follows:

	2025 £	2024 £
Balance at 1 April 2024	-	-
Released to income	-	-
Received in the year and deferred	17,500	-
Balance at 31 March 2025	<u>17,500</u>	<u>-</u>

Deferred income relates to income from the provision of services which has been invoiced in advance of delivering the related services, and to performance-related grants for which not all of the performance-related conditions had been met at the balance sheet date.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

15 PROVISIONS FOR LIABILITIES

	2025 £	2024 £
Dilapidations provision:		
Balance at 1 April 2024	10,000	-
Additional provisions	-	10,000
Provisions released	-	-
Balance at 31 March 2025	10,000	10,000

16 MOVEMENT ON FUNDS

CURRENT YEAR	Brought forward As restated £	Income £	Expenditure £	Transfers £	Carried forward £
Restricted funds					
Dementia - Age UK Herne Bay	-	145,286	(145,286)	-	-
Café	1,073	1,900	(2,973)	-	-
Footcare and hair therapy	-	1,860	(348)	(1,512)	-
Befriending talking therapies	-	6,677	(6,677)	-	-
Information & Advice	-	43,167	(31,843)	-	11,324
Kent Community Foundation	-	10,000	(10,000)	-	-
Cobtree Charity Trust	-	2,500	(2,500)	-	-
Age UK Data Migration Support	-	12,000	(12,000)	-	-
	1,073	223,390	(211,627)	(1,512)	11,324
Unrestricted funds					
General fund	1,273,091	1,321,167	(1,630,218)	1,512	965,552
	1,273,091	1,321,167	(1,630,218)	1,512	965,552
Total funds	1,274,164	1,544,557	(1,841,845)	-	976,876

AGE UK MAIDSTONE, SEVENOAKS AND TONBRIDGE (A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

16 MOVEMENT ON FUNDS continued

PRIOR YEAR (as restated)	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
Restricted funds					
Café	-	22,694	(21,621)	-	1,073
Age UK cost of living support grant	-	28,668	(28,668)	-	-
	-	51,362	(50,289)	-	1,073
Unrestricted funds					
General fund	806,092	1,901,197	(1,549,191)	114,993	1,273,091
Designated funds:					
Day care contingency	10,000	-	-	(10,000)	-
Mill street property	104,993	-	-	(104,993)	-
	921,085	1,901,197	(1,549,191)	-	1,273,091
Total funds	921,085	1,923,891	(1,570,812)	-	1,274,164

Transfers between funds

Transfers from restricted funds to general funds have been made where donations were received to purchase fixed assets.

Restricted funds

Age UK cost of living support grant

This grant from the national Age UK charity enabled the provision of meals to the homeless and those hit hardest by the cost of living crisis.

Café

This is funding received from Maidstone Borough Council towards running the Café provision.

Dementia - Age UK Heme Bay

In collaboration with Age UK Herne Bay, funding was secured to offer dementia, peer support and cognitive stimulation services.

Hairdresser and therapist donations

A donation was received from West Kent Masons as a contribution towards the purchase of tablets.

Befriending talking therapies

Funding received in partnership with Age UK Thanet to provide therapy sessions to address anxiety and depression.

Information and Advice Service

Various grants and donations have been received towards providing an Information and Advice service. Notable funders include the Henry Smith Charity and Colyer Ferguson.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

16 MOVEMENT ON FUNDS continued

Cobtree Charity Trust

This donation was received as a contribution towards the charity's activities in Maidstone.

Kent Community Foundation

This funding was received to go towards helping individuals in the Tonbridge District area.

Age UK Data Migration Support

This funding enabled the charity to transfer datasets from legacy systems to a new system, with the funding paying for the professional fees involved in the setup and transferring of data to the new system.

17 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<i>Unrestricted funds £</i>	<i>Restricted funds £</i>	<i>Total funds £</i>
CURRENT YEAR			
Tangible fixed assets	167,188	-	167,188
Net current assets	808,364	11,324	819,688
Provisions for liabilities	(10,000)	-	(10,000)
	<u>965,552</u>	<u>11,324</u>	<u>976,876</u>
PRIOR YEAR (as restated)			
Tangible fixed assets	172,347	-	172,347
Net current assets	1,038,824	72,993	1,111,817
Provisions for liabilities	(10,000)	-	(10,000)
	<u>1,201,171</u>	<u>72,993</u>	<u>1,274,164</u>

18 FINANCIAL COMMITMENTS

At 31 March 2025 the charity was committed to future minimum lease payments under non-cancellable operating leases as follows:

	<i>2025 £</i>	<i>2024 £</i>
Due within one year	22,500	22,500
Due in more than one year	<u>3,750</u>	<u>26,250</u>

19 RELATED PARTY TRANSACTIONS

The key management personnel are considered to be the trustees and the Chief Executive.

During the period trustees received no remuneration, other benefits or reimbursed expenses (2024: £Nil).

The total amount of employee benefits (including employer's pension contributions) received by key management personnel during the year was £77,584 (2024: £72,963, shared for part of the year with another Age UK charity).

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

20 PRIOR PERIOD ADJUSTMENT

During the preparation of the financial statements, five prior period adjustments were identified, as follows:

1. The dilapidations provision brought in as part of the merger of Age UK Sevenoaks and Tonbridge with Age UK Maidstone was overstated by £15,000, in relation to a property which had been vacated several years ago.
2. The bad debt provision as at 31 March 2024 was understated by £22,396.
3. Freehold property was overstated by £29,904 in relation to assets no longer in use in the prior period.
4. Deferred income and accruals were overstated by £95,339.
5. The designated funds of the charity should be £nil at 31 March 2024, so have been adjusted accordingly. Restricted funds have also been restated to £1,073, in line with the underlying records.
6. Accrued income was understated by £14,334 in relation to performance related grant income.
7. Age UK partner income of £25,833 has been reclassified from donations and legacies income to charitable activities on the basis the income is from performance related grants.

The effect on the relevant line headings in the prior period primary statements can be summarised as follows:

	2024 As originally £	2024 Adjustment £	2024 As restated £
Balance sheet extracts			
Tangible fixed assets	203,020	(29,904)	173,116
Debtors	148,653	(8,062)	140,591
Provisions for liabilities	(25,000)	15,000	(10,000)
Creditors	(206,576)	95,339	(111,237)
Designated funds	114,993	(114,993)	-
Restricted funds	72,993	(71,920)	1,073
Statement of Financial Activities extracts			
Other income (transfer in of merged charity assets)	571,476	15,000	586,476
Donations and legacies	96,829	(2,926)	93,903
Client contribution income	1,068,682	35,261	1,103,943
Performance related grant income	93,311	40,167	133,478
Expenditure on charitable activities	(1,555,683)	(15,129)	(1,570,812)

The net effect on total reserves was an increase of £72,373.

Age UK Maidstone, Sevenoaks and Tonbridge
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
OR THE YEAR ENDED 31 MARCH 2024

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The financial year 2023/24 was a historic period for the charity.

In August 2023 the charities AUKM and AUKST merged to create a single charity in West Kent as AUKMST. The merger followed a period of working closely together and in partnership between the two charities.

The merger provides a great opportunity for future growth, sustainability, financial strength for the charity, to provide better and enhanced services for communities we serve and work with.

The merger will have many challenges for the charity, managers, staff and volunteers and it will lead to a period of on-going change as we look at the integration of services, back office operations and how we look to grow the services to our communities.

A big thank to the board(s) for supporting the merger, the CEO, the managers, staff and volunteers for working with us on a successful merger and helping us with the post integration process.

Following the merger the charity is in better position to face the challenges of the external market, face the financial challenges facing the charity sector and changes needs to our communities.

J Kuller

L MacPherson

Mr J Kuller (Chair) and Louise MacPherson (CEO)

**Report of the Trustees
for the year ended 31 March 2024**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Age UK Maidstone is a non political, non sectarian voluntary body with charitable status working with statutory and other voluntary organisations to promote the welfare of elderly people in any manner which now, or hereafter, may be deemed by the law to be charitable, within the Borough of Maidstone and Kent.

Our priorities are laid out in our Mission statement:

Our Mission

The provision of Health, Wellbeing and Support to older people working across Kent with similar minded charities

We believe:

- That older people are entitled to the support that they need to improve their own sense of wellbeing, to achieve independence and to have control of their own lives:.
- That 'Ageist' or negative attitudes should not be tolerated
- Age is not a barrier.
- The expectations of older people and their carers can be achieved. That older people should remain free to choose the services and the services and support they require In working with partners to achieve our vision

Our objectives are:

- To provide a wide variety of services and support aimed at improving the quality of life for elderly people at a price they can afford.
- To listen to older people and try to offer person centred support
- To work in partnership with others to this end and seek to educate and influence key decision makers on issues relating to older people.
- To support older people in their homes to maintain their independence and offer temporary access to services where appropriate
- To provide companionship for our clients through a range of specialised services.

When clients need more specialist care than we can provide, we refer them on to other agencies working to secure the support they need. To provide the best services to help older to have full and active lives.

Public benefit

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

Volunteers

Many volunteers organisations have helped and assisted AUKM - Kent Fire and Rescue, The Rotary Club, National Lottery.

Trustees would like to thank all our volunteers for their loyalty to the clients whom we are here to support. We would like to thank the following organisations, which have supported us during the year by providing us with services free of charge or at a reduced rate:

Clarion housing
West Kent housing
Maidstone Community Support Centre
Sevenoaks Town Council
Sevenoaks District Council
Tonbridge and Malling Council
Involve Kent
Kent Community Foundation

STRATEGIC REPORT

Financial position

Financial Review of the Year

Our Income and Expenditure Statement shows a surplus for the financial year amounting to £ 280,706 (2022/23 Deficit £16,757) however this includes income as a result of the merger with AGEUK Sevenoaks of £571,476.

Income received without the merger income was totaled £ 1,264,913 (2022/23: £768,877).

Reserves policy

Consolidated funds now stand at £ 1,201,791 (2022/23: £921,085) but of these £ 72,993 is restricted and £181,669 designated to special areas of expenditure see Note 19 to the Financial Statements. Our consolidated funds are sufficient to fund all of our activities for 6 months. The trustees' reserves policy, in respect of both the restricted and unrestricted funds, is to maintain these so that they are sufficient to complete an orderly closure of operations should funding cease.

Principal risks and uncertainties

The Trustees have identified the following as being major risks:

- Resource funding
- Resources-staffing
- Resources-infrastructure
- Regulation of services and provision for the future

Financial and risk management objectives and policies

The trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. To this end, the Charity maintains a risk register.

The trustees have assessed the major risks to which the Charity is exposed, in particular those related to operations and finances of the Charity and are satisfied that systems and controls are in place to mitigate exposure to the major risks. As part of the process, the trustees review:

A detailed budget and cash flow forecast which are updated regularly, taking account of variances in income and expenditure.

Quarterly management accounts although they have also been receiving regular financial updates.

The trustees meet several times per year to review the general financial position of the Charity. The trustees have reviewed the Charity's own internal financial controls and are satisfied that these are appropriate in minimising any risk to the Charity's funds.

**Report of the Trustees
for the year ended 31 March 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Age UK Maidstone is a Charitable company limited by guarantee which was incorporated on 2 April 1997 as Age Concern Maidstone. The Charity is registered with the Charity Commission and governed by its Memorandum and Articles of Association and the Constitution. Directors and Trustees receive no remuneration for their work on behalf of the charity.

On 29th February 2012 the charity changed its name to Age UK Maidstone as a company limited by guarantee as the successor to Age Concern Maidstone. The members present at the charities Annual General meeting on 6th October 2011 had voted in favour of the name change on the recommendation of the Directors.

Our Trustees have traditionally been recruited by word of mouth, personal recommendation and via the local Volunteer Bureau. We have been fortunate that the mix of expertise has been sufficient to enable the Trustees to make informed decisions. All new Trustees are given an induction pack which includes a copy of "The Essential Trustee" published by the Charity Commission. They are also assigned an existing Trustee as their mentor and given the opportunity to visit all the various activities of the Charity.

As part of our commitment to quality in the services we provide we are registered with the Care Quality Commission. We applied for ISO 9001 on the 7th February 2014 and were registered on the 20th February 2014 for the provision of social opportunities and outreach services to older people. We are inspected annually on our compliance with our ISO 9001:2015 standard. We were inspected in November 2017 and are reregistered for another three years subject to annual reviews.

As a brand partner of Age UK we received support from the national charity through the brand partner payments as a grant, fact sheets, policy responses to Government initiatives and support for campaigning on issues that affect older people.

Any decisions that may affect existing policies, or the agreeing of new policies or procedures, are made by the Board after receiving recommendation from the Board's various sub committees. These are formed to advise the Board on Finance and Business Planning, Care and Personnel. The Board also ask the Chief Executive Officer to attend the Board and its sub committees in an advisory role.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03344224 (England and Wales)

Registered Charity number

1062723

Registered office

Unit 1 and 2 Dairy Farm
Fairview Farm
Linton Road
Maidstone
Kent
ME15 0AL

Trustees

J Kuller H R Consultant
K Barnes Fundraising Manager (resigned 14/4/2024)
M McKay Retired
M J Redondo Gonzalez
A J Clark (appointed 30/4/2024)
J R Latherton (appointed 30/4/2024)
D I Townsend (appointed 30/4/2024)
B K Vanns (appointed 30/4/2024)

Company Secretary

L H MacPherson

**Report of the Trustees
for the year ended 31 March 2024**

REFERENCE AND ADMINISTRATIVE DETAILS

Auditors

Porritt Rainey
The Crown Business Centre
10 High Street
Otford
Sevenoaks
Kent
TN14 5PQ

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Age UK Maidstone,Sevenoaks and Tonbridge for the purposes of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping 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 the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 27 January 2025 and signed on the board's behalf by:

J Kuller

.....
J Kuller - Trustee

Opinion

We have audited the financial statements of Age UK Maidstone, Sevenoaks and Tonbridge (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the Charity and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to registered charities, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Act 2011 and other factors such as taxation.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks were related to manual accounting journals. Audit procedures performed by the engagement team included:

- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulations and fraud,
- Evaluating management's controls designed to prevent and detect irregularities,
- Identifying and testing manual accounting journals, in particular any unusual items,
- Challenging assumptions and judgements made by management in their critical accounting estimates,
- Assessment of identified audit risk factors,
- Performing analytical procedures to identify any unusual or unexpected relationships, including related party transactions, that may indicate risks of material misstatement due to fraud,
- Confirmation of related parties with management, and review of transactions throughout the period to identify any previously undisclosed transactions with related parties outside the normal course of business,

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Alan R E Deal

for and on behalf of Porritt Rainey
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
The Crown Business Centre
10 High Street
Otford
Sevenoaks
Kent
TN14 5PQ

Date: 30 March 2025

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	91,088	5,741	96,829	5,327
Charitable activities	4				
Daycare		214,309	26,906	241,215	169,351
Bathing Service		14,355	-	14,355	23,968
Independent Living Service		446,845	-	446,845	265,669
Footcare		79,366	-	79,366	52,398
Dementia Centre		106,583	-	106,583	69,527
Transport Service		33,498	-	33,498	27,764
Meals on wheels service		107,586	-	107,586	79,789
Take Home and Settle		78,944	-	78,944	70,677
Peers Support		570	-	570	2,216
COGS		8,492	-	8,492	-
Pop in Cafe		44,539	-	44,539	-
Investment income	3	6,091	-	6,091	-
Other income	5	554,692	16,784	571,476	2,191
Total		1,786,958	49,431	1,836,389	768,877
EXPENDITURE ON					
Charitable activities	6				
Daycare		215,388	38,996	254,384	142,459
Bathing Service		36,953	80	37,033	35,548
Advice and Information		26,749	120	26,869	-
Independent Living Service		568,115	640	568,755	265,167
Footcare		89,890	160	90,050	52,413
Befriending		20,536	60	20,596	-
Advocacy		22,287	100	22,387	-
Dementia Centre		122,078	200	122,278	66,153
Transport Service		110,338	40	110,378	55,082
Meals on wheels service		164,278	160	164,438	100,447
Take Home and Settle		22,919	-	22,919	67,979
Peers Support		16,918	20	16,938	386
COGS		30,790	20	30,810	-
Pop in Cafe		67,848	-	67,848	-
Total		1,515,087	40,596	1,555,683	785,634
NET INCOME/(EXPENDITURE)		271,871	8,835	280,706	(16,757)
RECONCILIATION OF FUNDS					
Total funds brought forward		856,925	64,160	921,085	937,842
TOTAL FUNDS CARRIED FORWARD		1,128,796	72,995	1,201,791	921,085
CONTINUING OPERATIONS					
All income and expenditure has arisen from continuing activities.					

The notes form part of these financial statements

Statement of Financial Position
31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Tangible assets	12	202,251	769	203,020	207,593
CURRENT ASSETS					
Stocks	13	1,554	-	1,554	-
Debtors	14	148,653	-	148,653	42,472
Investments	15	107,819	-	107,819	-
Cash at bank and in hand		891,073	81,248	972,321	738,245
		1,149,099	81,248	1,230,347	780,717
CREDITORS					
Amounts falling due within one year	16	(197,552)	(9,024)	(206,576)	(67,225)
NET CURRENT ASSETS		951,547	72,224	1,023,771	713,492
TOTAL ASSETS LESS CURRENT LIABILITIES		1,153,798	72,993	1,226,791	921,085
PROVISIONS FOR LIABILITIES	18	(25,000)	-	(25,000)	-
NET ASSETS		1,128,798	72,993	1,201,791	921,085
FUNDS	19				
Unrestricted funds				1,128,798	856,925
Restricted funds				72,993	64,160
TOTAL FUNDS				1,201,791	921,085

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

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

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 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 charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
J Kuller - Trustee

The notes form part of these financial statements

Statement of Cash Flows
for the year ended 31 March 2024

	Notes	2024 £	2023 £
Cash flows from operating activities			
Cash generated from operations	1	<u>347,211</u>	<u>(6,404)</u>
Net cash provided by/(used in) operating activities		<u>347,211</u>	<u>(6,404)</u>
Cash flows from investing activities			
Purchase of intangible fixed assets		5,316	-
Purchase of tangible fixed assets		<u>(5,316)</u>	<u>-</u>
Net cash provided by investing activities		<u>-</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period		347,211	(6,404)
Cash and cash equivalents at the beginning of the reporting period		<u>738,245</u>	<u>744,649</u>
Cash and cash equivalents at the end of the reporting period		<u>972,321</u>	<u>738,245</u>

The notes form part of these financial statements

Notes to the Statement of Cash Flows
for the year ended 31 March 2024**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2024 £	2023 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	280,706	(16,757)
Adjustments for:		
Depreciation charges	9,889	16,500
Provisions	25,000	-
Increase in stocks	(1,554)	-
Increase in debtors	(106,181)	(24,654)
Increase in creditors	<u>139,351</u>	<u>18,507</u>
Net cash provided by/(used in) operations	<u>347,211</u>	<u>(6,404)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/4/23 £	Cash flow £	At 31/3/24 £
Net cash			
Cash at bank and in hand	<u>738,245</u>	<u>234,076</u>	<u>972,321</u>
	<u>738,245</u>	<u>234,076</u>	<u>972,321</u>
Liquid resources			
Deposits included in cash	-	-	-
Current asset investments	<u>-</u>	<u>107,819</u>	<u>107,819</u>
	<u>-</u>	<u>107,819</u>	<u>107,819</u>
Total	<u>738,245</u>	<u>341,895</u>	<u>1,080,140</u>

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Allocation and apportionment of costs

The cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity:

Daycare	20%
Bathing Service	4%
Advice and Information	6%
Independent Living Service	32%
Footcare	8%
Befriending	3%
Advocacy	5%
Dementia Service	10%
Meals Service	8%
Peers Support	1%
COGS	1%

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter.

Freehold property	- 2% on cost
Plant and machinery	- 15% on cost
Office Equipment	- 33% on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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.

1. ACCOUNTING POLICIES - continued**Fund accounting**

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Assets obtained under hire purchase contracts or finance leases are capitalised in the Statement of Financial Position. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is shorter.

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

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.

2. DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations	70,996	5,327
AGEUK Partner Income	<u>25,833</u>	<u>-</u>
	<u>96,829</u>	<u>5,327</u>

3. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	<u>6,091</u>	<u>-</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2024	2023
		£	£
Client Contributions	Daycare	189,292	60,782
Grants	Daycare	51,923	108,569
Client Contributions	Bathing Service	14,355	23,968
Client Contributions	Independent Living Service	446,845	265,669
Client Contributions	Footcare	79,366	52,398
Client Contributions	Dementia Centre	82,248	41,181
Grants	Dementia Centre	24,335	28,346
Client Contributions	Transport Service	33,498	26,764
Grants	Transport Service	-	1,000
Client Contributions	Meals on wheels service	96,119	79,789
Grants	Meals on wheels service	11,467	-
Client Contributions	Take Home and Settle	78,944	70,677
Client Contributions	Peers Support	570	652
Grants	Peers Support	-	1,564
Client Contributions	COGS	8,492	-
Client Contributions	Pop in Cafe	38,953	-
Grants	Pop in Cafe	<u>5,586</u>	<u>-</u>
		<u>1,161,993</u>	<u>761,359</u>

4. INCOME FROM CHARITABLE ACTIVITIES - continued

Grants received, included in the above, are as follows:

	2024 £	2023 £
Local Authority	-	4,500
Lottery	8,087	65,022
Maidstone Bourough	2,719	-
Age UK	14,334	38,547
Other Grants	47,071	-
Involve	-	500
Age UK Hernbay	27,446	30,910
Sevenoaks DC	9,952	-
	<u>109,609</u>	<u>139,479</u>

5. OTHER INCOME

Asset Transfer as a result of the merger of Age UK sevenoaks and Tonbridge with Age UK Maidstone.

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Grant funding of activities (see note 7) £	Support costs (see note 8) £	Totals £
Daycare	164,371	450	89,563	254,384
Bathing Service	19,120	-	17,913	37,033
Advice and Information	-	-	26,869	26,869
Independent Living Service	425,456	-	143,299	568,755
Footcare	54,226	-	35,824	90,050
Befriending	7,161	-	13,435	20,596
Advocacy	-	-	22,387	22,387
Dementia Centre	77,497	-	44,781	122,278
Transport Service	101,423	-	8,955	110,378
Meals on wheels service	128,614	-	35,824	164,438
Take Home and Settle	22,919	-	-	22,919
Peers Support	12,460	-	4,478	16,938
COGS	26,331	-	4,479	30,810
Pop in Cafe	67,848	-	-	67,848
	<u>1,107,426</u>	<u>450</u>	<u>447,807</u>	<u>1,555,683</u>

7. GRANTS PAYABLE

	2024 £	2023 £
Daycare	<u>450</u>	<u>-</u>
The total grants paid to institutions during the year was as follows:		
	2024 £	2023 £
Lunch Clubs	<u>450</u>	<u>-</u>

8. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Daycare	79,150	2,186	8,227	89,563
Bathing Service	15,831	437	1,645	17,913
Advice and Information	23,745	655	2,469	26,869
Independent Living Service	126,636	3,495	13,168	143,299
Footcare	31,658	874	3,292	35,824
Befriending	11,872	328	1,235	13,435
Advocacy	19,784	546	2,057	22,387
Dementia Centre	39,574	1,092	4,115	44,781
Transport Service	7,914	218	823	8,955
Meals on wheels service	31,658	874	3,292	35,824
Peers Support	3,957	109	412	4,478
COGS	3,957	109	413	4,479
	<u>395,736</u>	<u>10,923</u>	<u>41,148</u>	<u>447,807</u>

Activity	Basis of allocation
Management	staff activity
Finance	staff activity
Governance costs	staff activity

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024 £	2023 £
Auditors remuneration	10,400	5,040
Depreciation - owned assets	9,890	16,500
Other operating leases	<u>45,530</u>	<u>26,112</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

11. STAFF COSTS

	2024 £	2023 £
Wages and salaries	979,912	468,124
Social security costs	45,840	21,489
Other pension costs	<u>23,304</u>	<u>4,629</u>
	<u>1,049,056</u>	<u>494,242</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2024**11. STAFF COSTS - continued**

The average monthly number of employees during the year was as follows:

	2024	2023
Admin and Management	8	6
Daycare	44	8
Independent Living Service	50	45
Other Services	5	-
	<u>107</u>	<u>59</u>

The Emoluments of the Chief Executive was £ 67,500 which was shared with another Age UK charity for Part of the year.

12. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Office Equipment £	Totals £
COST				
At 1 April 2023	291,860	11,073	2,200	305,133
Additions	-	287	5,029	5,316
At 31 March 2024	<u>291,860</u>	<u>11,360</u>	<u>7,229</u>	<u>310,449</u>
DEPRECIATION				
At 1 April 2023	91,707	4,366	1,466	97,539
Charge for year	5,638	1,842	2,410	9,890
At 31 March 2024	<u>97,345</u>	<u>6,208</u>	<u>3,876</u>	<u>107,429</u>
NET BOOK VALUE				
At 31 March 2024	<u>194,515</u>	<u>5,152</u>	<u>3,353</u>	<u>203,020</u>
At 31 March 2023	<u>200,153</u>	<u>6,707</u>	<u>734</u>	<u>207,594</u>

13. STOCKS

	2024 £	2023 £
Stocks	<u>1,554</u>	<u>-</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade debtors	105,134	25,141
Provision for bad debts	(16,507)	-
ILS Client Shopping Loans	393	-
Café account	-	14,181
Accrued income	51,474	-
Prepayments	<u>8,159</u>	<u>3,150</u>
	<u>148,653</u>	<u>42,472</u>

15. CURRENT ASSET INVESTMENTS

	2024	2023
	£	£
Unlisted investments	<u>107,819</u>	<u>-</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	36,929	20,606
Social security and other taxes	17,195	7,549
Pension Control	(362)	2,518
Lottery Control	22,907	20,688
Wages Control	1,638	815
Credit Card	2,709	-
Other Creditors	6,280	10,009
Accruals and deferred income	35,261	-
Accrued expenses	76,670	5,040
Accrued Holiday and wages	<u>7,349</u>	<u>-</u>
	<u>206,576</u>	<u>67,225</u>

18. PROVISIONS FOR LIABILITIES

	2024	2023
	£	£
Provisions Dilapidations	<u>25,000</u>	<u>-</u>

19. MOVEMENT IN FUNDS

	At 1/4/23 £	Net movement in funds £	At 31/3/24 £
Unrestricted funds			
General fund	741,932	205,197	947,129
Day Care Contingency	10,000	-	10,000
Mill Street Property	104,993	-	104,993
Bertoli Dementia Fund	-	30,000	30,000
Bertoli General Fund	-	36,576	36,576
Personal Services Fund	-	100	100
	<u>856,925</u>	<u>271,873</u>	<u>1,128,798</u>
Restricted funds			
Dementia Centre	-	769	769
Minibus Replacement			
	<u>44,608</u>	<u>-</u>	<u>44,608</u>
Development Fund	3,533	-	3,533
Veteran Fund	16,019	-	16,019
One You	-	6,991	6,991
Pop Up Pop In	-	1,073	1,073
	<u>64,160</u>	<u>8,833</u>	<u>72,993</u>
TOTAL FUNDS	<u>921,085</u>	<u>280,706</u>	<u>1,201,791</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,720,283	(1,515,086)	205,197
Bertoli Dementia Fund	30,000	-	30,000
Bertoli General Fund	36,576	-	36,576
Personal Services Fund	100	-	100
	<u>1,786,959</u>	<u>(1,515,086)</u>	<u>271,873</u>
Restricted funds			
Dementia Centre	769	-	769
One You	25,967	(18,976)	6,991
Pop Up Pop In	22,694	(21,621)	1,073
	<u>49,430</u>	<u>(40,597)</u>	<u>8,833</u>
TOTAL FUNDS	<u>1,836,389</u>	<u>(1,555,683)</u>	<u>280,706</u>

19. MOVEMENT IN FUNDS - continued**Comparatives for movement in funds**

	At 1/4/22 £	Net movement in funds £	At 31/3/23 £
Unrestricted funds			
General fund	749,689	(7,757)	741,932
Day Care Contingency	10,000	-	10,000
Mill Street Property	<u>104,993</u>	<u>-</u>	<u>104,993</u>
	864,682	(7,757)	856,925
Restricted funds			
Dementia Centre	9,000	(9,000)	-
Minibus Replacement			
	44,608	-	44,608
Development Fund	3,533	-	3,533
Veteran Fund	<u>16,019</u>	<u>-</u>	<u>16,019</u>
	<u>73,160</u>	<u>(9,000)</u>	<u>64,160</u>
TOTAL FUNDS	<u>937,842</u>	<u>(16,757)</u>	<u>921,085</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	768,877	(776,634)	(7,757)
Restricted funds			
Dementia Centre	-	(9,000)	(9,000)
TOTAL FUNDS	<u>768,877</u>	<u>(785,634)</u>	<u>(16,757)</u>

20. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

APPLICATION FOR GRANT AID 2026/2027

NB – Grant recipients will be asked to provide a display stand at the Annual Town Public Meeting [Monday 15th March 2027 at 7pm] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use BLOCK CAPITALS if completing by hand.

PART 1 – YOUR ORGANISATION	
ORGANISATION NAME	Baby Umbrella
NAME OF CONTACT	Malwina Sulkowska
ADDRESS OF CONTACT	[REDACTED]
TELEPHONE NUMBER:	DAYTIME [REDACTED] EVENING [REDACTED]
EMAIL ADDRESS	[REDACTED]

ARE YOU A REGISTERED CHARITY? If so, please provide registration number	1190745
--	---------

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION	
---	--

Baby Umbrella is an award-winning small charity supporting over 1,000 families each year in West Kent. We offer skilled and compassionate support in the early months and years of parenthood - including breastfeeding, bottle feeding, sleep, mental wellbeing and making social connections. We aim to bring a sense of safety and confidence to what is often an overwhelming transition.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS		
We consider our environmental impact in everything we do. Enabling parents to meet their breastfeeding goals facilitates environmental savings in the production of, distribution of, preparation of, and feeding of formula milk. We also partner with the local cloth nappy library to provide information and support to parents who wish to reduce their impact on the environment from disposable nappies.		
DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS		
Our emissions are extremely low as we do not have any premises and all of our staff work remotely when they are not participating in face to face service provision.		
HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS		
Our services are free to access for all and we aim to be accessible for the whole community. We consider access and transportation in all our services and aim to locate them in venues that are close to rail or bus routes, and with access to parking. We also offer zoom contact for families who live rurally or are unable to travel. We run community whatsapp groups for parents living in various locations, as well as specific groups for various protected characteristics to help build a sense of belonging among minority groups (e.g. Black Parents, Asian Parents, LGBTQ+ parents, Neurodivergent parents...).		
PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	13 = 2.6 FTE
	B) VOLUNTEERS	27
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN?	In 2025–2026, we saw 126 appointments booked by families residing in Sevenoaks Town.	

PART 2 – GRANT REQUEST	
AMOUNT OF GRANT APPLIED FOR	£1764
PLEASE DESCRIBE YOUR PROJECT	
In 2025–2026, we completed 126 40-minute 1:1 support appointments for residents of Sevenoaks Town. There were also additional families accessing our education, group support, and social services during this period. Each appointment costs us £59 in total, of which £28 covers practitioner fees and our venue hire. We are applying for 6 months of funding to provide 1:1 specialist appointments to 63 residents of Sevenoaks. Our beneficiaries describe a sense of relief in finding our service at a time when caring for tiny babies can often feel completely overwhelming.	
PLEASE EXPLAIN WHAT YOU WILL BE USING THE GRANT FOR	
This funding will be used to support Sevenoaks Town residents with free specialist 1-1 help from qualified Lactation Consultants and Breastfeeding Counsellors. We provide practical and emotional support with breastfeeding, expressing, bottle feeding, introducing solids, adjusting to parenthood, and infant sleep. We also have a specialist listening service for those parents who are finding this transition particularly challenging.	
WHICH TAX YEAR WILL THE GRANT BE USED IN	2026/2027 - 2027/2028 (This project will be delivered within 6 months of receipt of funds.)

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED	
DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)	YES
IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?	YES
PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:	
This funding request applies only to STC residents, but we also offer this support across the rest of West Kent. We make regular applications to the larger district, town and parish councils in the area. We have received a total of £636 from Brasted and Dunton Green Parish Councils in 2025-2026.	

PART 4 – TO BE COMPLETED BY ALL APPLICANTS	
HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT?	
Yes	
IF YES, PLEASE GIVE DETAILS Around half of our funding comes from grant programmes. We apply to a variety of organizations, including town councils, governmental bodies, crowdfunding programmes, and other charities. The amount of grants requested depends on our current needs and ongoing projects. However, there is no overlap for this specific funding request.	
YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION	
Early parenthood is a critical time for families - the first three years of a child's life has been shown to have far reaching impacts on their entire life in terms of their mental and physical health. In order to support babies, and our whole communities, we must start with supporting parents at the very start of their journeys. We believe that well supported, confident parents create resilient families. We are grateful for STC's continued support to families in the area to provide this critical high quality support.	
PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR	£45,821 of reserves (2024-25)
HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?	4.5 months
HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS E.G. FUNDRAISING, DURING THE LAST YEAR?	£46,682 was received from grants and trusts, £43,887 from individual donors and £24,054 from fundraising events. (2024-25)
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	
Sept 2021 £500 - revenue expenditure March 2022 £500 - revenue expenditure Sept 2022 £1,380 - revenue expenditure Sept 2023 £2,600 - revenue expenditure March 2024 £500 - revenue expenditure Sept 2024 £1,500 – revenue expenditure March 2025 £400 – revenue expenditure Sept 2025 £1000 – revenue expenditure	

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST	
All relevant parts of form completed	Yes
Form signed	Yes
Audited accounts for last two financial years attached	Yes
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	Yes

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

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE. I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.	
SIGNATURE 	DATE 29/07/2026
NAME AND POSITION IN ORGANISATION IN CAPITALS PLEASE	Malwina Sulkowska - Operations Coordinator

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

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

Bank: 
Sort Code: 
Account No: 

Please return this form to Alison Futtit at council@sevenoakstown.gov.uk or at Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Friday 31st July 2026** for the September Finance & Delivery Committee
 - **Friday 8th January 2027** for the February Finance & Delivery Committee
- NB: Late applications will be reviewed at the following Grants meeting.

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



Baby Umbrella Annual Report & Accounts 2024 - 2025

📍 www.babyumbrella.org.uk

✉ info@babyumbrella.org.uk

📱 @babyumbrella

Registered charity number 1190745

Kent
Charity
Awards

Winner:

Start-Up 2022



Kent
Mental
Wellbeing
Awards

HIGHLY COMMENDED 2024

68

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Welcome from our Chair of Trustees and Founders

In August, at the end of this financial year, we celebrated five years of Baby Umbrella with a special Summer Party aimed at families of under 5s. Attended by over 100 families it was a remarkable experience of our whole community coming together to have fun and celebrate.

Over the past five years, we have supported thousands of local families through some of the most tender and transformative moments of early parenthood. This work has only been possible because of the incredible generosity, time, and heart of so many people: trustees, charity team, practitioners, volunteers, sponsors, funders, fundraisers - everyone has had their part to play.

We're proud to have made a tangible impact on families with evidence based, compassionate expertise. We always aim to bring a sense of safety and confidence to what is often an overwhelming transition.

Our world has changed. Families are now bringing babies into the world without a close community at hand. Extended families are often distant and parenthood is dislocated from work and social networks. Social media adds more pressure. Isolation, loneliness and overwhelm are endemic.

We can change this. Working together, we can prevent suffering, overwhelm and isolation, building our own communities of care and nurture. Spaces to hold families as they land in parenthood as well as provide support in the longer term. Spaces filled with trustworthy wisdom, and time to listen with kindness.

We need the support of our whole community to do this. Our charity has no government funding to deliver our high quality support. We are absolutely reliant on our community of volunteers, donors and fundraisers to make this change. This year we are proud to have raised 50% of our income through our community, and we aren't finished yet.

By working together, we can build a different world, for ourselves and for our children, right here on our doorsteps in West Kent.

Join us.

Karen Hickson-Smith

Chair of Trustees

Jennie Harvey

Education and Practice Lead

Karen McCully

Clinical, Community and Client Lead

Laura Shtaingos

Operations, Finance and Marketing Lead

"The support group is fantastic, and I highly recommend it to all mums. The one-on-one support from Laura was exactly what I needed to feel more confident in breastfeeding, and I received additional advice to help me on my journey. A wonderful bonus is the opportunity to connect with other mums during the session, which was invaluable in these early weeks of motherhood."

- In person appointment, February 2025

"It was lovely being in a busy baby orientated space focusing on the things that really matter: bonding, breastfeeding, meeting new people in a similar situation to yourself"

- Social/ Peer Support group, November 2024

"Absolutely amazing service. Felt listened to and not judged. I will recommend it to others as I feel it was what I needed."

- Listening service appointment, November 2024

Our impact in numbers



1,115
families
supported



1,714
individual
appointments



423
social
visits



1,556
individuals
in our Facebook
community



2,815
active
subscribers



1,098
volunteer
hours donated



96%
of our visitors felt
more confident
feeding their baby



95%
of our visitors felt
less anxious



100%
of our visitors would
recommend
our appointments



What we do

Baby Umbrella provides early parenting support services across West Kent. We are passionate about empowering families and communities through evidence based, compassionate support.

We deliver 1-1 and group support in Sevenoaks, Tonbridge, Tunbridge Wells and online 49 weeks a year as well as email, messenger, Facebook and WhatsApp.

We support over 1,000 families a year with breastfeeding, bottle feeding, expressing, introducing solids, and adjusting to parenthood, including parental mental wellbeing and infant sleep. We consider DEIB in everything we do and work with our community to co-create our services for under-served populations. Our strong professional networks ensure families can access the right support for their individual needs.

We offer specialist appointments from highly skilled and experienced Breastfeeding Counsellors and Lactation Consultants and drop-in peer support from our trained Volunteer Peer Supporters. We have a dedicated zoom Listening Service run by Breastfeeding Counsellors with additional counselling skills, for parents who are struggling with emotional wellbeing, and run quarterly journalling groups for mums.

We have a fantastic team of Specialist Practitioners, in-house trained volunteer Peer Supporters, and volunteer Group Hosts who together deliver exceptional support to families.

We curate free trustworthy online resources and webinars for both parents and professionals, covering topics such as feeding, infant sleep and perinatal mental health.

Vision

Our vision is for every family in West Kent to have access to skilled and compassionate support during their parenting journey.

Mission

We listen to, support and empower families.

Values

We are compassionate, evidence based and inclusive.

Our strategic purposes and priorities

Our strategic purposes

1. Provide free of charge, timely access to skilled support on breastfeeding, infant feeding, infant sleep and mental wellbeing across West Kent; and facilitate social connections.
2. Improve knowledge and confidence in early parenting among parents, supporters and allied professionals.
3. Connect the dots between services for parents in the area through signposting, collaboration and team building.
4. Reach a diverse and inclusive population reflective of the community we serve.

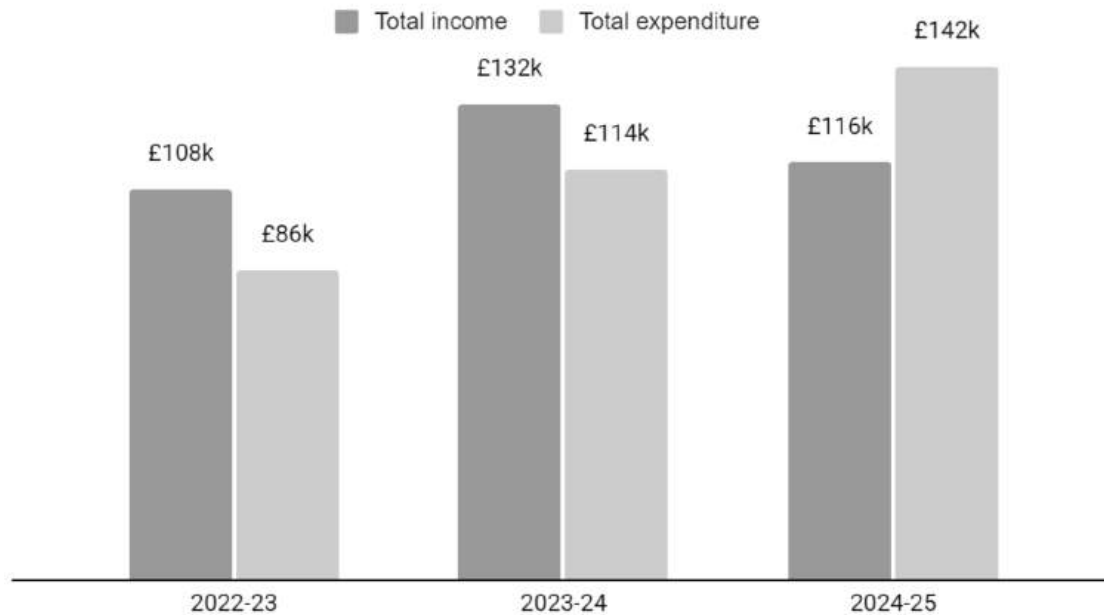
Our priorities to deliver our strategy

Optimising, broadening, deepening and expanding our offering to better meet families' needs

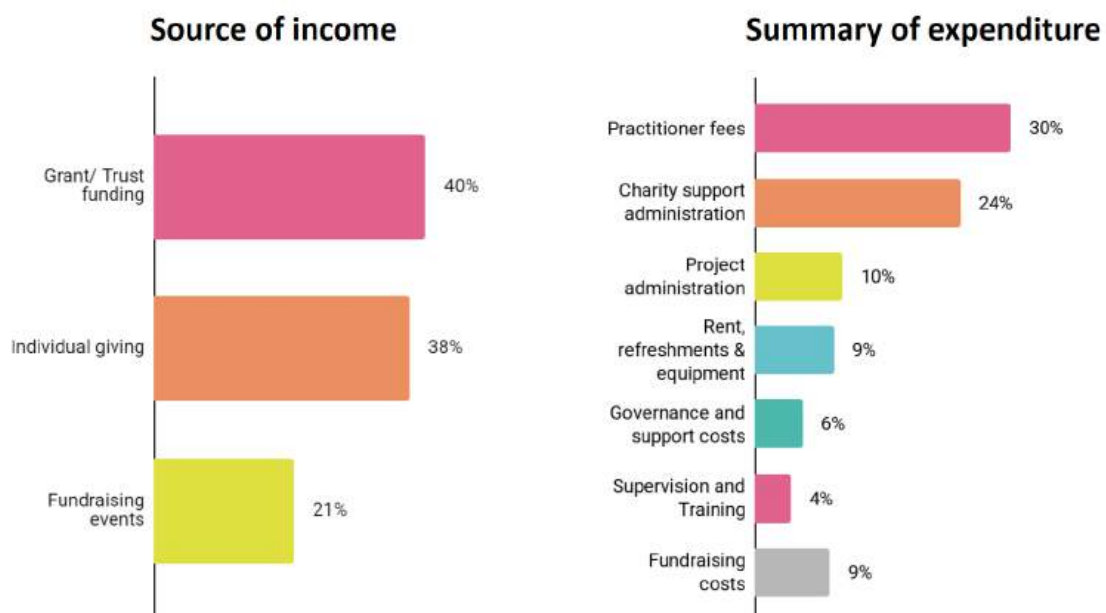
1. Diversify our income stream to improve funding stability.
2. Optimise our current operations to most effectively meet the needs of local families.
3. Broaden and deepen our support to better meet client needs.
4. Build links for collaboration and signposting.
5. Represent and raise local families' voices; embed diversity in everything we do.

Our finances 2024-25: Summary

Income and expenditure growth



2024-25 income and expenditure



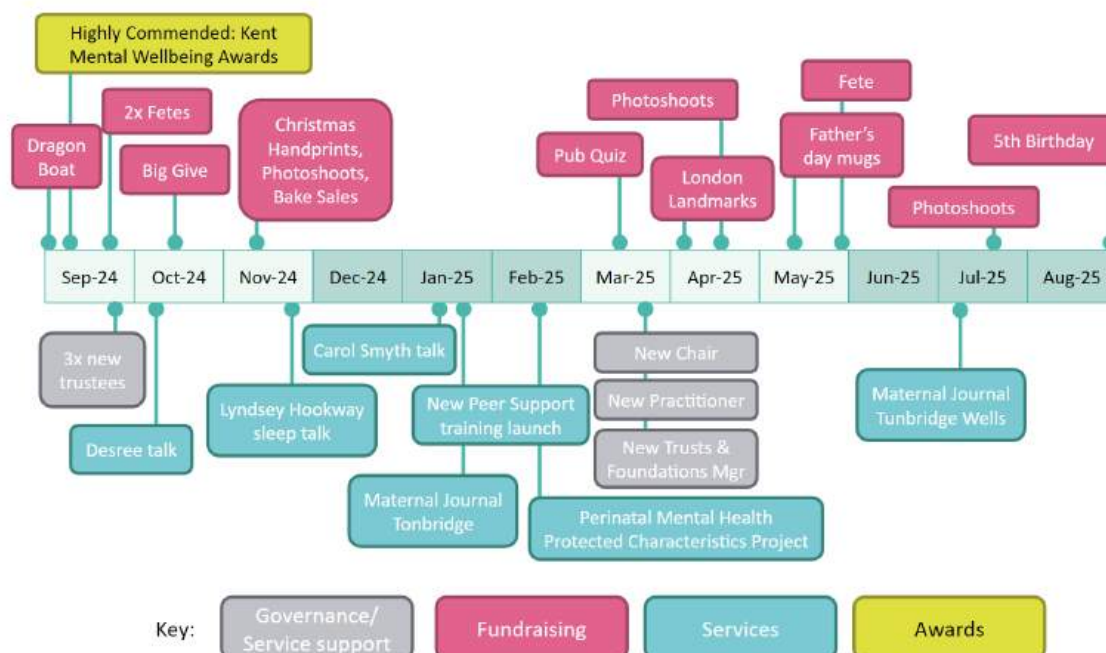
Our year in review

Persevering, adapting and turning up consistently for families

Our major challenge of this year has been significant grant funding challenges. There are ongoing pressures on funding across the whole of the charity sector, and we have also had internal capacity challenges. Non-grant income has however seen an excellent 19% growth, and this year we have for the first time raised more than half of our income from our community. We have invested in our fundraising capacity, and the team has never been stronger going into 2026.

We have continued to show up as a consistent, predictable and calm presence for families. Each week, families arrive overwhelmed with feeding, wellbeing and sleep issues, and find a place they can land and find their feet. Support needs are often urgent, and a key part of our service is seeing families quickly without barriers to support. This year we are proud to have seen 88% of postnatal booking requests within 7 days of booking.

2024- 2025 Milestones



A priority for 2024-25 was to build additional flexible capacity. We have now recruited a further experienced practitioner to our team, grown our Zoom support, further embedded safeguarding processes, and made significant enhancements to our volunteer and Peer Supporter onboarding and training processes.

Our perinatal mental wellbeing support is becoming more well known, and we delivered 23% more Listening Appointments year on year. We also developed our mental wellbeing journalling groups with 4-week courses and a new accessible pricing model.

Building engagement with our community has continued with various family events this year - many of which have served a fundraising purpose; and our Fifth Birthday which was a celebration for our whole community and was attended by over 100 families. We continued our work in Diversity, Equality, Inclusion and Belonging, with ten pilot WhatsApp communities for families with protected characteristics.

In terms of governance, our new team of trustees is now well embedded and we had three additional trustees join including a new Chair, and trustees with Marketing and Fundraising experience. The addition of our Finance and Risk, Safeguarding, and Marketing and Fundraising subcommittees has been instrumental in ensuring that we can balance the need for specialist board engagement with various topics, and strategic board oversight.



Our services

We're here throughout the early years of the journey through parenthood. Families can get to know us before their baby arrives and many then book in to see a Specialist Practitioner in the first few weeks. They are always welcome to drop-in to talk to our Peer Supporters and meet other families. Our website contains free to access articles and videos on various parenting topics. Many come back in to talk to us about introducing solid food, family sleep, going back to work and weaning. There's always a safe space to process the rollercoaster transitions through parenthood in one of our creative groups or 1-1 in our Listening Service.

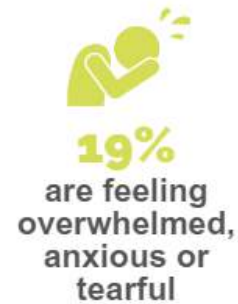


Specialist 1-1 appointments for Breastfeeding and Early Parenting Support

Our Breastfeeding Counsellors and Lactation Consultants are available for bookable 1-1 specialist support in all of our in person groups, as well as on Zoom. During this financial year, we have completed 1,366 individual face to face appointments and 316 individual Zoom appointments, all with dedicated and tailored support from our specialist practitioners.

Although most families continue to choose face to face support, online Zoom support is important for convenience, for those who cannot travel after birth, have older children to care for, or feel anxious about coming into our group spaces. We have grown Zoom support by 34% this year.

Families come to us from across West Kent (and sometimes farther afield) for all sorts of urgent and overwhelming reasons.

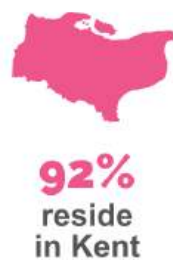


The majority are first time parents and 98% are breastfeeding (with 28% feeding formula alongside and 4% feeding solids alongside).

30% are referred directly from midwifery, and 24% word of mouth.

35% book within 2 weeks of birth.

We are proud to welcome partners and supporters to all our sessions and 55% of our attendees do bring someone with them for support (for 86% of them this was their partner and 12% bring their baby's grandparent).



Peer Support

The connection and support that parents experience from our weekly Peer Support groups have continued to be a lifeline for so many families. Our families really benefit from meeting other families in the area and accessing our trained Peer Supporters without the need for an appointment. Our in depth Peer Support training enables these volunteers to support parents with questions on normal breastfeeding and life with a baby in addition to mental wellbeing, sleep and making social connections.

“Volunteering with Baby Umbrella enables me to support families in a way that allows more time when needed, in an environment that leaves space for kindness and warmth” (Peer Supporter)

This year we trialled a pilot of small community WhatsApp groups, led by volunteer community builders. Our groups currently support Twin & Multiple parents, Asian parents, Hispanic & Latino parents, Ukrainian parents, Polish parents, parents with Long Term Health Conditions, LGBTQ+ parents, Dual Heritage families, Neurodivergent families and Black parents. This year we have developed and marketed these groups, created a sign up form from our website and worked with our Community Builders to encourage engagement and connection in their groups. A focus for 2025-26 is to work to understand why some groups are more active than others and to trial face to face meet ups to help co-create support that best meets their unique needs.

Alongside the social groups, we also run a **public Facebook page**, a **closed Facebook group**, and a **WhatsApp group for each of our locations**.

"Karen and her team helped me when the hospital failed. She confirmed tongue tie and helped support me breastfeed my little one. Her compassion, kindness, confidence and knowledge empowered me and gave me the strength to say I can do this, I will be forever grateful and have recommended this invaluable service to many new mums. Thank you from the bottom of my heart. Also her brownies are absolutely amazing!!"

- In Person appointment, June 2025

"Baby umbrella has given me the confidence to continue with my breastfeeding journey. It has helped me feel less alone at a vulnerable time. The value of the service is immeasurable."

- In person appointment, May 2025

"Just brilliant. We are first time parents so having a 1:1 call with someone who tailored the whole discussion to our needs was priceless. We loved her and came away feeling so empowered to make decisions going forward but also relax into knowing that if and when we hit a stumbling block, there is more support out there. It's been the MOST helpful support we've had during this pregnancy...The service you offered really has had a huge impact on us."

- Zoom appointment, August 2025

Listening Service

Our Listening Service grew by 23% this year. These 75 minute Zoom appointments support parents who are struggling with their emotional wellbeing. They are run by experienced Breastfeeding Counsellors who have done additional training in advanced listening skills and perinatal trauma. They also receive specialist supervision and training to support them in this work.

Feedback has been really positive from this service with parents saying they have found it to be “an amazing resource”. They describe the importance of speaking to someone impartial from an organisation they trust, who is not personally involved with their care. They reported feeling validated, that the experience helped to alleviate some of the pressure of parenthood and valued the service being free and without a waiting list.

Following last year’s focus groups, work has continued to build understanding of what the service is and who can access it, through social media campaigns, posters in groups and increased awareness building within our practitioner and volunteer teams. We know that word of mouth is vital to the understanding and uptake of this service so in 2025-26 we aim to spread the word more widely amongst health professionals.

Maternal Journal

After last year’s successful taster Maternal Journal groups, we extended this pilot with two four-week groups using a self-selected pay-what-you-can pricing model. We have identified the need for a free taster class before each structured group, to give individuals a chance to ‘try out’ the classes without further commitment.

These sessions create safe spaces for mothers to explore their journey to parenthood using creative journaling prompts, mindfulness and creating connections in small groups run by skilled practitioners. They have received excellent feedback from attendees, in particular reducing loneliness and isolation and increasing feelings of connectedness to the community. Mothers reported it being a mindful and healing way to process tough and taboo emotions, were grateful for a group that was for them but that welcomed their baby and felt that on completion of the group they felt calmer and more engaged as parents.

Mental Health continues to be a taboo subject in the perinatal period, with a large number of parents suffering in silence. By offering light touch support through various channels and activities, we are finding that different people can make initial contact in different ways, building confidence to access other forms of support both within Baby Umbrella and via our targeted external signposting.

"Jennie was incredible over the two sessions we worked together in. I came into the first session and blurted everything out, in no logical order, and by the end of the second session I came away with some practical ways to help me navigate the next steps in my family's future. I would not have received this anywhere else and am very grateful for being aware of Baby Umbrella and having this opportunity!"

- Listening Service appointment, 2024

"Maternal Journal has been a lifeline in what has been such a significant and monumental change in my life. To have two hours a week where I was able to focus on myself and process both my journey to motherhood and its change to my life has had such a positive impact on me. I have looked forward to our sessions every Monday and I'm so grateful to have met such a supportive and open group of women."

- Maternal Journal attendee, 2025

Online Resources

We have continued to evolve our Education offer this year, hosting a workshop with spoken word artist, Desree, welcoming specialist Carol Smyth for a talk on Reflux and unsettled babies and another visit from Lyndsey Hookway on sleep and older babies.

These talks join our existing ones and are available on our website to watch for free at babyumbrella.org.uk/education.



Carol Smyth
Unsettled babies
International Board Certified Lactation Consultant, specialist in reflux and unsettled babies.
[Carol's Website](#)



Desree
Poetry for wellbeing
Spoken word artist, producer, and facilitator exploring intersectionality and justice.
[Desree's Website](#)



Emma Jeffery
Postnatal Personal Training
Local PT raising awareness and appreciation for postnatal core function and pelvic health.
[Emma's Website](#)



Jenny Gillespie
Postnatal Physiotherapy
Local Women's Health Physiotherapist.
[Jenny's Website](#)



Laura Lamn
Singing for wellbeing
Folk singer, dancer, artist and leader of Singing Mamas Tonbridge.
[Laura's Website](#)



Lyndsey Hookway
Infant Sleep
Researcher, author, speaker and co-founder of the Holistic Sleep Coaching Program.
[Lyndsey's Website](#)



Mia Scotland
Mental Wellbeing
Clinical psychologist, author, birth doula and hypnobirthing instructor.
[Mia's Website](#)



Our practitioners
Breastfeeding/ Bottle Feeding
All our practitioners are Breastfeeding Counsellors or Lactation Consultants.
[Our practitioners](#)

Resources on sleep continue to be the most consistently accessed talks on our website. We have now agreed a 5-year plan with speaker Lyndsey Hookway to enable these to remain available for free on our website during this time.

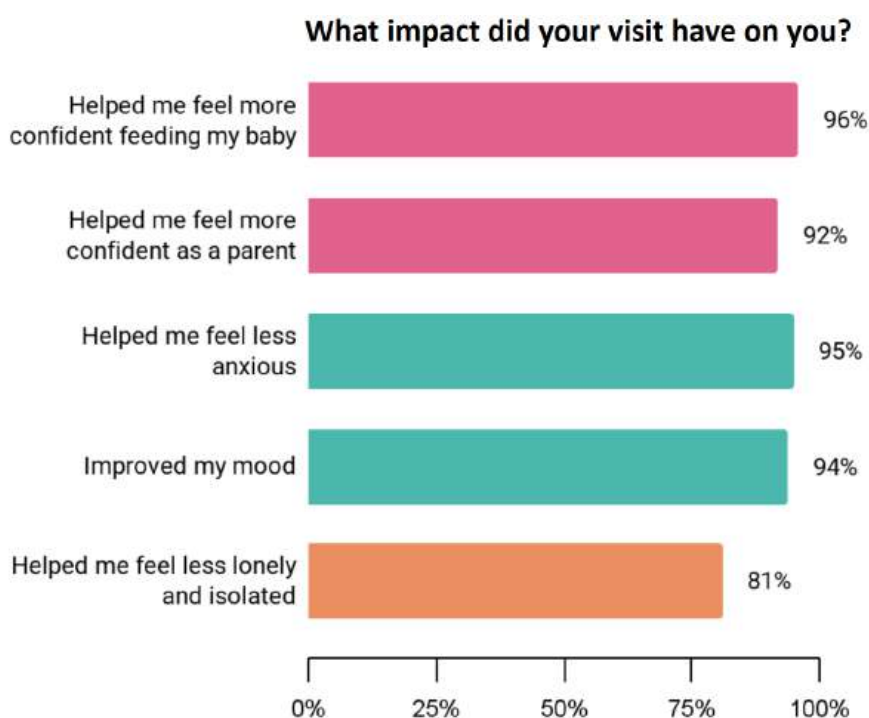
Our Impact

Our impact continues to be both wide reaching and significant. We estimate that of the 3,275 babies born in Sevenoaks, Tonbridge and Tunbridge Wells districts in 2024-25, we see approximately one third of them coming through our service for support.



We request feedback from all those we support by email after their visit. This financial year we received feedback from 92 of our appointments, representing 8.5% of the individual families we saw. We are always looking at ways to improve upon this response rate and bring feedback methods into our groups. We receive consistently strong feedback and very high recommendation rates from those who review our service.

Through our appointments, we aim to support parental and feeding confidence, emotional wellbeing and also enable parents to socialise and receive peer support within our face to face groups. Our feedback shows unambiguously that we are meeting these aims. While all of our services meet these aims very well, some of them are particularly effective in specific areas. For example 1-1 Specialist and Listening support is most effective at reducing anxiety and boosting confidence, while Peer Support particularly improves mood and reduces loneliness.



We also specifically monitor our impact on parent-infant relationships and infant mental health. Infants need secure, responsive relationships to thrive, ideally from their parents. The presence of a reliable, safe, supportive community around new families can transform their lives and build a foundation for future mental wellbeing.

- Before an appointment with us, 62% of participants strongly agreed that they have a **positive relationship** with their baby; after this rose to 84%.
- Before an appointment with us, 56% of respondents agreed that their level of **parenting stress** was high; after this fell to 25%.
- Before an appointment with us, just 22% of respondents strongly agreed they have a **trustworthy person** to turn to for information and support; afterwards this rose to 85%.

It is clear that our appointments drive improvements in parents' relationships with their babies, significantly reduce parenting stress, and help parents feel they can access trustworthy support.

Our team

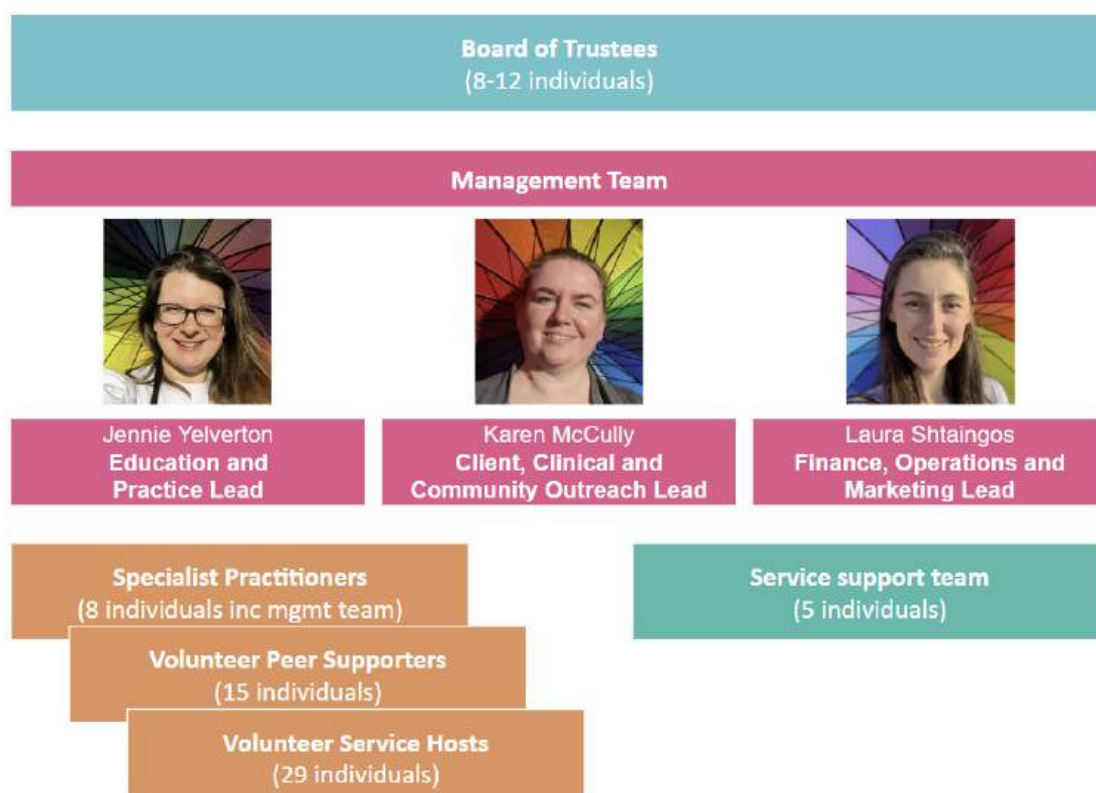
Board of trustees

In 2024-25 we welcomed a new Chair to our Trustee Board and the final founding members of the Board stepped down. We have had a lot of change on our board in a short period of time, but we have been very lucky with the calibre of applicants. In addition to impressive professional skills, all of our board have lived experience as mothers, and many are ex-beneficiaries of Baby Umbrella. We have successfully diversified the board, with more individuals who are experienced parents, though most still have primary aged children.

Our board sub-committees enable the board to support the management team with their individual areas of expertise. These include: Safeguarding, Fundraising & Marketing and the Finance and Risk Committee.

Management and Service Support team

Our management team have continued to cement their roles and in 2024-25 we have made further progress towards paying them in line with market rates and reducing their pro-bono support for the charity to promote equity and sustainability. Our four specialist part time contractors have grown to five and support the charity with book-keeping, operations, HR, marketing, bid-writing, and events. We work flexibly to ensure that all of our team can manage their workload around their families and other roles.



Practitioners

Having said goodbye to two members of our team in 2024 and 2025, we began recruitment for a new specialist and we were delighted by the calibre of applications. We ask for a high level of qualification and training from our practitioners and we also look for individuals working to continually improve and learn through their practice. We provide ongoing support, development and training, as well as regular group and 1:1 supervision, to all of our practitioners to ensure their knowledge and skills are up to date. We currently have 8 practitioners in our core team.

Volunteer Peer Supporters

Fifteen trained Baby Umbrella Breastfeeding Peer Supporters volunteered for us during the financial year. These are volunteers who have breastfed their own babies and completed 14 weeks of training in Breastfeeding Peer Support, as well as additional training in perinatal mental health and infant sleep. Together, they volunteered 546 hours for us, offering breastfeeding support and information to families at our peer support groups.



Prompted by a need to offer more flexible, modular training for families who are often returning to work sooner, we have this year revamped our Peer Support training programme. Our newly launched course blends a hybrid of online and offline training and is modular to increase flexibility, increase accessibility and mean that trainees can be recruited throughout the year. It consists of four face to face modules, six core online modules, observations and assessment, covering an increased breadth with additional listening skills and knowledge of bottle feeding, sleep and perinatal wellbeing, as well as breastfeeding.

The trainees are supported by our Education and Practice Lead throughout their training and receive feedback on all homework completed. We have had 12 new trainees begin training this year (all of whom have begun as Volunteer Hosts) and we look forward to evaluating their progress and the impact of the new course as they move through the programme.

Volunteer Hosts

Our fantastic and dedicated Volunteer Hosts continue to be at the heart of our in-person groups and this year we have been working to acknowledge their time and commitment and improve our onboarding processes. We developed and printed volunteering 'Welcome' cards for those joining our volunteering team and have launched an onboarding call for each new volunteer.



These volunteers provide a crucial warm welcome when parents walk through the door, sometimes just hours or days after giving birth and at a time which can often feel very daunting and vulnerable. They ensure everyone is looked after and offered a hot drink and slice of cake, as well as completing all our paperwork and making sure sessions run smoothly. These generous individuals have contributed 552 hours of their time this financial year.

Behind the scenes, we also must mention our fantastic graphic designer - thank you Amanda!

Service support

Supervision and Safeguarding

We are lucky to have a fantastic team around us, all of whom have lived experience of the issues we support families with, and all of who are totally passionate about making a difference in their experience in the first years of parenthood. However, working with new families in distress can at times be difficult. A key part of ensuring we keep our team and beneficiaries safe, is the support we provide them in the form of clinical supervision and safeguarding processes.

We provide clinical supervision in the form of quarterly practitioner supervision groups, quarterly peer supporter and volunteer supervision groups, and on demand individual supervision 1-1s. All of our frontline practitioners, peer supporters and volunteers must access a minimum of supervision every year. Supervision sessions aim to provide a space for reflection and supportive team-building, so that worries are not carried over into personal lives.

Our safeguarding processes are inextricably linked to our supervision function. Last year, we were focused on encouraging the team to raise all low level concerns within our note-taking system about any families who might need extra support. Our lead supervisor reaches out to any of our practitioners or volunteers who have raised these to check in on supervision needs. This year, we have focused on developing clear and effective processes for the small number of concerns which feel more urgent or worrying, for example concerning suspected domestic abuse or high levels of mental health distress. We have been working closely with our Safeguarding Board Subcommittee and specialist external partners, as well as Kent Children's Services (Front Door) to support families effectively.

Internal Education and Training

Internal training programmes: We continue to provide our practitioners with training to support their work in breastfeeding, infant sleep and perinatal wellbeing. This year we have provided our new practitioner with training in sleep and mental wellbeing and one of our

practitioners has completed an additional 5 module course in birth debrief and perinatal trauma by Mia Scotland.

We have continued to work with our safeguarding subcommittee to improve processes and confidence amongst our team. This year we have brought in external knowledge and skills working with experts in the referral and safeguarding processes to review our policies and increase our management team's safeguarding training to level 5. In 2025-26 we aim to develop our own training video to increase the knowledge and confidence of raising concerns for everyone in our organisation.

Our support and supervision function is beginning to be noticed by other organisations and we have shared good practice in some of our networking. Our Education and Practice Lead has now defined the supervision function within safeguarding so that anyone raising a concern gets direct contact and supervision if required after every contact.

DEIB

Our Diversity, Equality, Inclusion and Belonging (DEIB) workstream has continued with improvements to our volunteer onboarding in place and our new hybrid Peer Supporter course. This year we piloted some small community WhatsApp groups which we hope to develop in 2025-26.

We continue to network and learn from other organisations how we can improve access to all our services.

Systems development

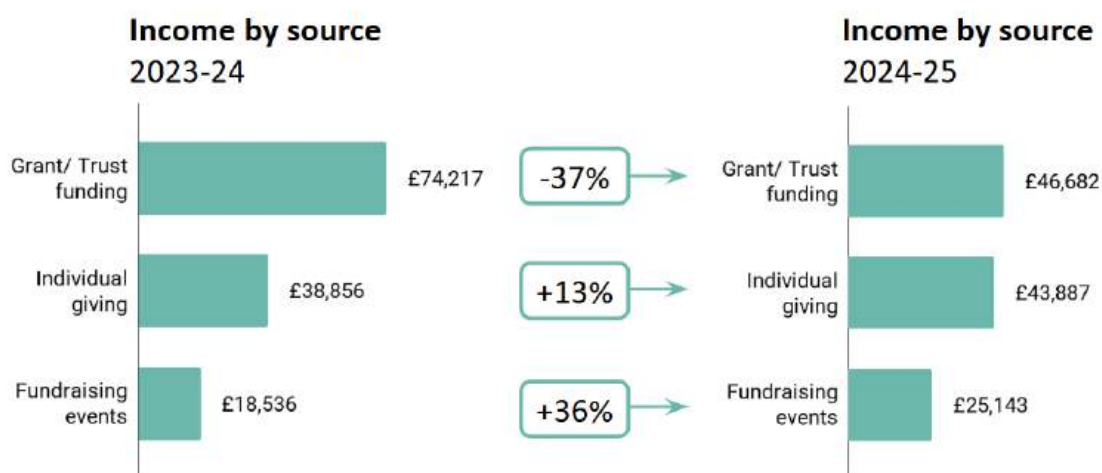
November 2024 saw the initial implementation of our new CRM system (Zoho), comprising all support booking actions and service delivery practitioner notes. This has reduced our risk of systems failure and increased our ability to manage, analyse and use our data to improve our service. Throughout the year, we have continued to add additional processes and data feeds, with the aim to have all of our beneficiary and donor related data reflected accurately within the system. During the year we migrated our marketing consents, monthly newsletter, social media scheduling, data analytics, and began testing WhatsApp booking support, all via the Zoho system.

We are developing a much better understanding of our beneficiaries and donors and aim to serve them with more individualised and timely information to better meet their needs. We are excited about the opportunities it will bring, particularly in terms of identifying beneficiary behaviours that suggest urgent support is required (e.g. multiple cancellations, or indications of high levels of distress) and building automated processes to bring these to our attention such that we can prioritise support and information delivery.

Fundraising

Our major challenge of this year has been significant grant funding challenges, and thankfully we have had an excellent year in non-grant fundraising which has filled some of this gap.

Much of our struggles with grants have been due to ongoing pressures on funding across the whole of the charity sector, with many grant rounds closing early or changing eligibility criteria in the face of hundreds of applications. Last year we agreed to invest in our grants capability and March saw the addition of a new position to support grant applications. Unfortunately this fledgling team has had some challenges with illness and we had to readvertise the position in August. These changes have impacted on our ability at various times throughout the year to fill our application pipeline. However, we now have a strong team in place and we are very much hoping this will bring more success in grants for 2025-26.



Our non-grant income line has been growing steadily and this year with growth of 19% year on year accounted for over 59% of our income. It has long been an ambition to fund at least 50% of our needs from within our community. We knew it would take time to build awareness in our community, and to develop events and fundraisers that would work well for us. 5 years in, we feel there is still plenty of scope for growth in many areas of non-grant income and for the first time we will be adding a team member specifically to focus on non-grant income opportunities in 2025-26.

Our beneficiaries are in a lifestage that places unique restrictions on their disposable income and their free time, however our service makes an enduring difference to those who come through our doors. Although many are unable to pay for support when they desperately need it, they often do return to support us further down the line when they have more disposable income and time to give. For the first time, our CRM is now able to give us a full

picture of the interactions of each of our families and is enabling us to deepen relationships over time and build a support network across our community.

We wish to thank all of our supporters this year for their generous contributions. If you feel you can help us meet this fundraising challenge in whatever way, large or small, we would love to hear from you. Please get in touch at info@babyumbrella.org.uk.

Grants

A large source of our income is from charitable trusts and foundations and we have been successful in gaining the support of various trusts over the past year.

We would like to extend our thanks and appreciation to the following trusts, foundations and local councils that have generously supported us this year:

The Philip and Connie Phillips Foundation	Sevenoaks Town Council	Edenbridge Parish Council
Kent County Council	Kent Community Foundation: Hurst-Brown Family Fund	Asda Foundation Kings Hill
Kent Community Foundation: Glenn & Phyllida Earle Family Fund	The Royal Tunbridge Wells Round Table Charitable Trust	Sevenoaks Town Council
Sevenoaks District Council	Another Way Women's Foundation	Dunton Green Parish Council
The Albert Hunt Trust	Chapman Charitable trust	Hildenborough Parish Council
Souter Charitable Trust	Tonbridge Round Table	Arnold Clark
Nisa Borough Green	Tunbridge Wells Poetry Festival	Wadhurst Parish Council
Skinners Charity Foundation		Webmart

Donations

The landscape for seeking individual donations has continued to be difficult, with families struggling to make ends meet at a time when they are often working reduced hours to care for their young family. Many families say to us they could never have afforded support like ours if they had had to pay and we are committed to providing services that are free for anyone to access no matter their circumstances.

We are very grateful to those families who feel they can give back to us and aim to make it as easy as possible to do so. We have contactless donations at all our face to face services

and donations can also be made at booking, in cash at our face to face services, via QR code, or online.

We would particularly like to thank Guy Butler Ltd and High Weald Marketing for their kind donations and Christ Church Tunbridge Wells who gave us a donation in kind worth £2,173 of rent this year.

Fundraising events

We run various fundraising events throughout the year and these often serve a dual purpose as a chance for families to get together or try something new while supporting us at the same time.



We had 10 brilliant runners sign up to run our third **London Landmarks Half Marathon**. Together they raised a fantastic total of £7,747. Go Team!

We took part in our second year of the **Big Give Women and Girls** Matched Crowdfunder challenge, successfully raising over £3,000 in individual donations and gift aid, matched with a further £2,500 by the Big Give.

We ran a final Christmas mini-photoshoot collaboration with **Sarah Hart Photography**, and we brought new photography partners, **Emily Brown Photography** and **Rose Studios**. Together these amazing local businesses have raised £3,400 for Baby Umbrella. Thank you!





Our fifth birthday celebration brought together over 100 of the families we have supported over the last five years in a Family Summer Party



We entered the **Tonbridge Dragon Boat Race** for the first time, bringing together a boat of 16 supporters who raised £2,200! The event was also a great way to get our brand out in the wider community and build networks among local charities and corporates.



Our custom made **Christmas Handprint Decorations** and **Father's Day Mugs** in collaboration with Eat Pray Print were again hugely successful this year, raising the charity £4,100. Thank you Joy!

Karen was **face painting** at four separate local community fairs, raising over £1,500 from donations. Thank you Karen!

Thank you to **Tunbridge Wells Girls Grammar School, The Den Sevenoaks, Gymboree Sevenoaks, BoobieMilk, The Mummy Hub Tunbridge Wells, and Olivia Newstead Pilates** who all ran community fundraisers for us.

Looking forward to 2025-26

During our coming sixth year (2025-26) we are fully focused on community building and income generation.

2025-26 Strategic Priorities

1. Diversify income stream to improve funding stability

With a still unpredictable and very competitive funding environment, our highest priority has to remain fundraising. We will be continuing to apply for grants, large and small. An investment in data and systems will enable us to be smarter at individual donor activation. We will be bringing extra resource into the team to focus on building more proprietary fundraising events, local commercial partnerships and peer-to-peer fundraising through challenges and events.

2. Optimise current operations to most effectively meet the needs of families

We will continue to optimise our website and communications, to improve the understanding of the services we provide and ensure the experience and navigation is user friendly for all new and existing beneficiaries. Improvements to our data storage and processing will enable us to be smarter about how we provide information to various beneficiaries at various stages of their journey with us.

3. Broaden and deepen support to better meet client needs

We will be continuing to develop our safeguarding monitoring system to ensure we are doing all that we can for the most vulnerable families in our service. We are committed to the ongoing growth of our peer support program such that we can support families with smaller niggling problems who we know hesitate to take our specialists' time away from tiny babies. We will continue to test group support formats such as Maternal Journal to support perinatal mental health, and drive awareness and understanding of our Listening Service. In parent education, we will continue to engage leading speakers to bring relevant topics to our local parents and build out the self service resources available on our website.

4. Build links for collaboration and signposting

Relationship building with local maternity services and health visiting will continue to be important. Continuing our strong links with allied services across West Kent enables us to signpost our beneficiaries effectively, understanding what free, affordable and private

sector options exist for parents in areas such as paediatrics, osteopathy, tongue tie division, speech and language therapy, mental health support, physical rehabilitation after birth and much more!

5. Represent and raise local families' voices; embed diversity in everything we do

We are looking forward to developing our WhatsApp groups by delivering some face to face meetups and working with our community facilitators to co-create support for these communities.

Financial Results

Summary

During our fifth year of operation the charity raised £115,711 and spent £142,122. After allowing for the allocation of the appropriate expenditure in the year against restricted funds, there was a surplus of £45,821 of reserves; of which £45,409 was available as free reserves (excluding fixed assets).

Unrestricted funds

The charity raised £70,730 of general or unrestricted income. Expenditure of £81,050 was set against this, leaving a deficit of £10,320.

Restricted funds

We raised £44,982 of restricted income and the associated expenditure was £61,072, leaving a deficit of £16,090.

Sources of income

£46,682 was received from grants and trusts, £43,887 from individual donors and £24,130 from fundraising events.

Expenditure

Our main expenditure is on practitioner fees to run our client-facing charitable activities and operational support for our services. We also incur costs for venue rental; training, supervising and onboarding our team; equipment and refreshments; and technology and governance/ legal costs.

Reserves Policy

The Board of Trustees has agreed a reserves policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the 'free reserves') held by the charity should provide sufficient funds to cover at least 4 months of full-scale operation. We anticipate that 4 months will give the board adequate time to come together and appeal for additional funding from both Trusts and Individual Donors.

At 31 August 2025 four months of full-scale operation equates to £44,272, leaving a surplus of £1,137 from our total free reserves of £45,409. As such, we have just onboarded new resources to both our grants and non-grants fundraising team to improve our ability to raise funds. We also have well considered contingency plans to curtail our services if needed to preserve our reserves.

Investment Policy

Our funds are currently held in a current account and a savings account at HSBC.

Fundraising Policy

We aim for best practice in fundraising to ensure our donors feel safe, valued and well supported, taking care that our fundraising activities are within the WHO Code for the Marketing of Breastmilk Substitutes as well as adhering to the Fundraising Regulator and other professional fundraising bodies.

We never buy or sell people's personal information and we work hard to respect people's wishes about how they want us to communicate with them. We have embedded the General Data Protection Regulation into the way we work.

We do not use cold calling or cold mailing to raise funds and do not employ external companies to fundraise on our behalf, with the exception of two individual grant writers. We are registered with the Fundraising Regulator and we have received no complaints about fundraising in 2024-25.

Donors, funders and fundraisers

The Trustees would like to thank all trusts, organisations and individuals who generously supported the work of Baby Umbrella. With your support we've been able to make a huge difference to the lives of families who come to us at one of the most vulnerable times of their lives.

Legal and Administrative Information

The Trustees present their annual report for Baby Umbrella CIO for the year ended 31 August 2025.

The financial statements comply with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Report Standard applicable in the UK and Republic of Ireland (FRS 102) issued October 2019 (effective 1 January 2019).

Status

Baby Umbrella is a registered charity (CIO), charity number 1190745, registered in England and Wales.

Trustee Board

The members of the Board during the year and up to the date of approval of this report:

Bronwen Halfpenny-Ray		term ended 26/10/2024
Alison Day		term ended 26/10/2024
Alissa Brumby		term ended 26/10/2024
Chloe Gastrell		term ended 26/10/2024
Nicola Kirkwood		term ended 27/04/2025
Ema Saunders		term ended 27/04/2025
Catherine Hardwick		
Jaime Phipps		
Rebecca O'Dwyer		
Marissa Conway		
Katherine Barnes	appointed 18/10/2024	term ended 13/04/2026
Amy Tippen-Smith	appointed 18/10/2024	
Karen Hickson-Smith	appointed 15/04/2025	
Amy Semple	appointed 23/03/2026	

Management Committee

The members of the Management Committee during the year were:

Jennifer Harvey; Karen McCully; Laura Shtaingos

Principal Office: 5 Woodside Road, Tunbridge Wells, Kent, TN4 8QA, United Kingdom

Independent Examiner: Tonbridge Accountants Ltd, 27 Old Gloucester Street, London, WC1N 3AX

Objectives

The objectives of the CIO are:

The advancement of health for the public interest by providing easily accessible skilled support for postnatal physical and mental health in and around West Kent.

- 1) By providing open access community groups with skilled, non-judgemental professionals (including Lactation Consultants and Breastfeeding Counsellors) and trained volunteers in order to support breastfeeding and parenting, reduce postnatal social isolation, and improve postnatal mental health;
- 2) By providing education, training and volunteering opportunities, building expertise within the sector and supporting parents to increase confidence and return to work;
- 3) By working in partnership with NHS, Local Authority, Third Sector and Private Sector services to ensure continuity of parent-centred responsive care;
- 4) By increasing accessibility and inclusivity of support services to address inequality.

Public Benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning future activities. In particular, the Trustees have considered how planned activities will contribute to the aims and objectives they have set. Our activities are set out in more detail elsewhere in this report but in summary, we provide breastfeeding and early parenting support in three physical locations as well as online and through social media and messages every week, and have provided group social support in person and online to enable parents to meet. We also provide a perinatal Listening Service, facilitated journaling groups, and regular online educational parenting talks. These are in the public interest and benefit parents and new parents in particular.

Governance and Management

Board of Trustees

Members of the Trustee Board who served during the year and up to the date of this report, are set out on the previous page.

The Trustee Board is responsible and accountable for Baby Umbrella’s policies and activities to the Charity Commission, to Funders and beneficiaries, and for compliance with charity law. It is responsible for the financial and strategic affairs of the charity, for the Annual Budget and the Annual Report and Accounts.

Diversity

We are committed to ensuring our services are accessible to, and accessed by, all parents in need of them. We continue to develop our Diversity, Equality, Inclusion and Belonging project which aims to build a strategy and activities to ensure our services are accessible to all and that all voices can be heard.

Trustee Recruitment

Appointment to the board of Trustees continues to be via an open and formal recruitment process. Every trustee must be appointed for a term of between two and five years by a resolution passed at a properly convened meeting of the charity trustees.

Trustee Induction and Training

An induction programme is in place for new Trustees. Any training needs may be identified for both new and established Trustees in collaboration with the Chair of Trustees.

Trustee Meetings

The Trustees meet as a full Board 4 times a year. The Trustees also hold an Annual Strategy Away Day which includes the Management Committee.

Management Committee

The Management Committee is responsible for the day-to-day delivery of the activities and services of Baby Umbrella. It meets formally twelve times a year as well as working collaboratively on a day-to-day basis. The Management Committee is accountable to the Board of Trustees and presents regular reports against the charity’s agreed strategic aims and plan.

Principal Risks

The Trustees reviewed the risks to which the charity could be exposed and are satisfied that the charity has taken all reasonable steps to minimise risk and that it has policies and procedures in place to manage risk effectively in all areas of the charity's work. The key risks were identified as follows:

Financial Solvency/ Fundraising

Steps to mitigate:

- Monthly review of Reserves and Cash Position
- Quarterly review of Management Accounts and Forecasts.
- Flexible operating model, few fixed costs
- Fundraising strategy had identified key investment areas
- Ongoing liaison with current and potential funders.

Inadequate safeguarding

Steps to mitigate:

- All front line practitioners, Peer Supporters and Volunteers undertake safeguarding training every 2 years.
- Robust safeguarding policy and procedures in place.
- Seeking support from external safeguarding specialists
- Continual improvement to safeguarding processes

Loss of key staff & Staff illness/ burnout

Steps to mitigate:

- Succession planning for key roles
- Document processes across organisation
- Ensuring appropriate contracting and notice periods
- Regular supervision and annual check-ins for all staff
- DEIB workplace adjustments
- Increasing team capacity to increase flexibility

IT - systems fail to meet operational requirements

- CRM implementation project (ongoing)
- Training in new systems
- Process documentation

Statement of Responsibilities of the Trustees of Baby Umbrella

The Trustees are required by charity law to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that year. In preparing these financial statements, the Trustees are required to:-

- (a) Select suitable accounting policies and then apply them consistently;
- (b) Make judgements and estimates that are reasonable and prudent;
- (c) Prepare the financial statements on a on going concern basis unless it is inappropriate to presume that the Charity will continue in operation;
- (d) State whether the policies adopted are in accordance with the Charities Act 2011 and with applicable accounting standards and Statements of Recommended Practice, subject to any material departure disclosed and explained in the financial statements;
- (e) Observe the methods and principles of the Charities SORP.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the

financial position of the charity and to ensure that the financial statements comply with the Charities Act.

The Trustees 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.

The Trustees confirm they have referred to the guidance contained in the Charity Commission's general guidance on the public benefit when reviewing the charity's aims and objectives and in planning future activities.

Approved by the Board of Trustees on 23rd April 2026 and signed on its behalf by

Karen Hickson-Smith (Chair of Trustees)

Karen Hickson-Smith

Rebecca O'Dwyer (Treasurer Trustee)

Rebecca O'Dwyer

Independent Examiner's Report to the Trustees of Baby Umbrella

I report to the charity trustees on my examination of the accounts of Baby Umbrella for the year ended 31 August 2025.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiners Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Laughton Ross

01 May 2026

Laughton Ross

Tonbridge Accountants Limited
27 Old Gloucester Street, London, WC1N 3AX

Statement of Financial Activities

For the period ended 31 August 2025

	Notes	2024-25 Unrestricted £	2024-25 Restricted £	2024-25 Total £	2023-24 Total £
Income					
Donations and legacies	3	45,587	44,982	90,568	113,073
Investments		1,014	-	1,014	345
Other trading activities		24,130	-	24,130	18,191
Total		70,730	44,982	115,711	131,609
Expenditure					
Raising funds		10,766	1,877	12,642	9,244
Trading activities		9,488	-	9,488	6,875
Charitable activities	5	60,797	59,195	119,991	97,510
Total		81,050	61,072	142,122	113,629
Net income/ (expenditure) and net movement in funds		(10,320)	(16,090)	(26,410)	17,980
Reconciliation of funds:					
Total funds brought forward		56,141	20,684	76,825	58,845
Total funds carried forward		45,821	4,593	50,415	76,825

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Figures are stated in pounds sterling and rounded to the nearest £1. Accordingly, totals may not agree exactly with the sum of the individual items shown.

Balance Sheet

As at 31 August 2025

	Notes	2024-25 £	2023-24 £
Fixed Assets			
Tangible assets	7	244	557
Intangible assets	8	168	200
Total fixed assets		412	757
Current assets			
Debtors - accounts receivable		3,224	18,241
Debtors - prepayments		2,497	1,321
Cash at bank and in hand		53,496	67,013
Total current assets		59,217	86,574
Creditors: amounts falling due within one year	9	9,215	10,506
Net current assets		50,003	76,068
Total assets less current liabilities		50,415	76,825
Total net assets		50,415	76,825
Funds of the Charity			
Restricted income funds		4,593	20,684
Unrestricted funds		45,821	56,141
Total funds		50,415	76,825

The notes on pages 40 to 47 form part of these accounts.

Approved by the Trustees on 23rd April 2026 and signed on their behalf by:

Karen Hickson-Smith
(Chair of Trustees)

Karen Hickson-Smith

Rebecca O'Dwyer
(Treasurer Trustee)

Rebecca O'Dwyer

Notes to the accounts

1. Accounting policies

The principal accounting policies adopted in the preparation of the accounts are as follows:

Basis of preparation and assessment of going concern

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to these accounts. The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

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

The trust constitutes a public benefit entity as defined by FRS 102.

Funds

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed.

Further details of each fund are disclosed in note 10.

Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Other trading activities comprise income from non-primary purpose activities to raise funds for the charity.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and legal fees together with an apportionment of overhead and support costs.

Cost of raising funds

The cost of raising funds comprises costs incurred in generating grant funding and online and offline fundraising activities to generate individual donations.

Expenditure on charitable activities

Expenditure on charitable activities include direct costs of provision of breastfeeding and early parenting support; governance costs and support costs.

Tangible fixed assets and depreciation

Tangible assets comprise computers used in the charity and are depreciated over 3 years, being their expected useful life.

Intangible fixed assets and amortisation

Intangible fixed assets comprise the cost of trademarking the name of the charity and is amortised over 10 years, being its expected useful life.

2. Related parties and Trustees' expenses

The trustees give their time and expertise freely, and without any remuneration; benefit in cash or in kind; and the trustees do not claim expenses for personal costs incurred for the charity.

Related parties: Key management personnel

Key management personnel remuneration (for both management and clinical services) is detailed as follows:

Relationship to charity	Total annual remuneration 2024-25	Total annual remuneration 2023-24
	£	£
Management team	70,020	50,556

3. Income

The charity offers free breastfeeding and early parenting support as its primary activities. The free provision is supported by voluntary donations from individuals that use the service; trading activities from events and fundraisers and charitable grants from government and other charities.

	Notes	2024-25 Unrestricted	2024-25 Restricted	2024-25 Total	2023-24 Total
		£	£	£	£
Donations and gifts		40,057	-	40,057	35,473
Gift aid		3,830	-	3,830	3,383
General grants provided by government/ other charities	4	1,700	44,982	46,682	74,217
Total		45,587	44,982	90,568	113,073

4. Government grants

Grant	Description	2024-25 funds granted
Kent County Council	Peer and Specialist Support, formation of DEIB whatsapp groups, Maternal Journal, Listening Service	£14,767
Tonbridge & Malling Borough Council	Core activities (Tonbridge)	£2,259
Sevenoaks District Council	Volunteer Training and Maternal Journal (Sevenoaks)	£3,004
Sevenoaks Town Council	Core activities (Sevenoaks)	£1,500
Tonbridge & Malling Borough Council	Maternal Journal and Volunteer Training	£1,430
Tunbridge Wells Borough Council	Peer Supporter and Volunteer Training (Tunbridge Wells)	£1,290
Edenbridge Parish Council	Core services (Unrestricted)	£400
Sevenoaks Town Council	Peer Supporter and Volunteer Training (Sevenoaks)	£400
Dunton Green Parish Council	Core services (Unrestricted)	£300
Hildenborough Parish Council	Core services (Unrestricted)	£200
Wadhurst Parish Council	Core services (Unrestricted)	£100

Grant	Description	2023-24 funds granted
<i>Kent County Council</i>	<i>Peer Support, Maternal Journal, Listening service</i>	<i>£5,396</i>
<i>Tonbridge & Malling Borough Council</i>	<i>Core activities (Tonbridge), Training & Maternal Journal</i>	<i>£3,689</i>
<i>Kent County Council</i>	<i>Antenatal support pilot</i>	<i>£3,228</i>
<i>Sevenoaks Town Council</i>	<i>Core activities (Sevenoaks)</i>	<i>£2,600</i>
<i>Tunbridge Wells Borough Council</i>	<i>Peer Supporter and Volunteer Training</i>	<i>£1,290</i>

<i>Sevenoaks Town Council</i>	<i>Core activities (Sevenoaks)</i>	<i>£500</i>
<i>Otford Parish Council</i>	<i>Core services (Unrestricted)</i>	<i>£480</i>
<i>Dunton Green Parish Council</i>	<i>Core services (Unrestricted)</i>	<i>£300</i>
<i>Westerham Parish Council</i>	<i>Core services (Unrestricted)</i>	<i>£200</i>
<i>Marden Parish Council</i>	<i>Core services (Unrestricted)</i>	<i>£200</i>
<i>Wrotham Parish Council</i>	<i>Core services (Unrestricted)</i>	<i>£200</i>
<i>Brasted Parish Council</i>	<i>Core services (Unrestricted)</i>	<i>£200</i>
<i>Horsmonden Parish Council</i>	<i>Core services (Unrestricted)</i>	<i>£100</i>
<i>Eynsford Parish Council</i>	<i>Core services (Unrestricted)</i>	<i>£100</i>

5. Charitable activities – costs

The charity undertakes its charitable activities through use of Lactation Consultants, Breastfeeding Counsellors, qualified volunteer Peer Supporters and volunteers.

		2024-25	2023-24
	Notes	Total	Total
		£	£
Direct costs - practitioners		43,493	40,711
Charity support administration		33,407	22,938
Project administration		14,725	12,377
Direct costs - rent		10,720	10,336
Governance, IT and marketing costs	6	7,998	5,607
Supervision, Training and Volunteers		7,043	3,606
Direct costs - refreshments and equipment		2,607	1,935
		119,991	97,510

6. Governance and support costs

Governance and support costs are allocated across restricted and unrestricted funds on a usage basis. No general apportionment is made across the two funds.

	2024-25	2023-24
	Total	Total
	£	£
IT costs	2,689	1,998
Advertising & Marketing	1,456	1,296
Bank charges	804	790
Insurance	822	459
Travel, postage and expenses	763	231
Depreciation	345	313
Legal and professional fees	341	339
Accountancy and independent examiner	780	180
Total	7,998	5,607

7. Tangible assets

	Fixtures, fittings and equipment	Fixtures, fittings and equipment
	2024-25	2023-24
Cost	£	£
At beginning of the year	1,088	600
Additions	-	488
At end of the year	1,088	1,088
Depreciation		
At beginning of the year	531	250
Depreciation	313	281
At end of year	844	531
Net book value at the beginning of the year	557	350
Net book value at the end of the year	244	557

8. Intangible fixed assets

	Patents and trademarks 2024-25	<i>Patents and trademarks 2023-24</i>
Cost	£	£
At beginning of the year	320	320
Additions	-	-
At end of the year	<u>320</u>	<u>320</u>
Amortisation		
At beginning of the year	120	88
Amortisation	32	32
At end of year	<u>152</u>	<u>120</u>
Net book value at the beginning of the year	<u>200</u>	232
Net book value at the end of the year	<u>168</u>	<u>200</u>

9. Creditors

	2024-25	<i>2023-24</i>
	£	£
Trade creditors	8,975	10,326
Accruals	240	180
Creditors: due within one year	<u>9,215</u>	<u>10,506</u>

10. Analysis of funds

10.1. Analysis of funds held in Current Reporting Period (2024-25)

* Key: R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds

Fund	Type*	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
Core services	R	Core services of breastfeeding support, delivered face to face and online in Sevenoaks, Tonbridge and Tunbridge Wells	£16,866	28,309	45,150	26	-	52
Mental Wellbeing	R	Improving our ability to support perinatal mental wellbeing	£1,071	14,570	11,983	883	-	4,541
Volunteer training and onboarding	R	Recruiting and developing our volunteers	-	2,102	3,939	1,837	-	-
Other	R	Training, mixed grants	2,746	-	-	(2,746)	-	-
General funds	U	General unrestricted funds	53,037	70,730	70,085	(9,537)	-	44,144
Designated funds	U	Specific priority project work**	3,105	-	10,964	9,537	-	1,678
Total Funds as per balance sheet			76,825	115,711	142,122	-	-	50,415

** Priority project spend this year has focused on: Peer Supporter Training Development, Volunteer onboarding improvements, Developing Communities for families with Protected Characteristics, Safeguarding process improvements and CRM/ Systems development

10.2. Analysis of funds held in Previous Reporting Period (2023-24)

* Key: R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds

Fund	Type*	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
Core services	R	Core services of breastfeeding support, delivered face to face and online in Sevenoaks, Tonbridge and Tunbridge Wells	6,083	34,165	23,382	-	-	16,866
Mental Wellbeing	R	Improving our ability to support perinatal mental wellbeing	3,428	4,317	6,674	-	-	1,071
Other	R	Training, mixed grants	395	6,271	3,920	-	-	2,746
General funds	U	General unrestricted funds	41,633	66,722	50,318	(5,000)	-	53,037
Designated funds	U	Specific priority project work**	7,306	-	9,201	5,000	-	3,105
Total Funds as per balance sheet			58,845	111,475	93,495	-	-	76,825

** Priority project spend in 2023-24 focused on: Trustee recruitment, DEIB workstream, CRM/ Systems development, improving Peer Supporter and Volunteer onboarding, internal education, fundraising strategy and website development.

Thank you to everyone who has supported the work of Baby Umbrella this year. With your support we've been able to make a huge difference to hundreds of families in West Kent at some of their most vulnerable times.



Baby Umbrella
Supporting your journey

www.babyumbrella.org.uk

Baby Umbrella
5 Woodside Road
Tunbridge Wells
TN4 8QA

Baby Umbrella Annual Report and Accounts 2024-25 covers the period 1st September 2024 to 31 August 2025.

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APPLICATION FOR GRANT AID 2026/2027

NB – Grant recipients will be asked to provide a display stand at the Annual Town Public Meeting [Monday 15th March 2027 at 7pm] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use BLOCK CAPITALS if completing by hand.

PART 1 – YOUR ORGANISATION	
ORGANISATION NAME	Hi Kent
NAME OF CONTACT	
ADDRESS OF CONTACT	[REDACTED]
TELEPHONE NUMBER:	DAYTIME [REDACTED] EVENING [REDACTED]
EMAIL ADDRESS	[REDACTED]

ARE YOU A REGISTERED CHARITY? If so, please provide registration number	Yes, 1052036
PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION	Hi Kent is a unique charity, established since 1986, supporting people living with hearing loss. Free support and advice to the one in five (rising to one in four over the age of 50) people with severe hearing loss and/or tinnitus in Kent, including free Hearing Aid Support Community Clinics, Lipreading Classes, Wellbeing Telephone Helplines, Tinnitus Support Groups, Social Groups and individual digital/technology support.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS		
Hi Kent's services are provided county-wide in Kent in towns, villages and communities, ensuring that our support for people living with hearing loss is given as far as possible locally, to avoid the need for travelling long distances and journeys by car. We aim to use venues which are easily accessible by public transport.		
DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS		
Hi Kent has an Environmental Policy as has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our charity's strategy and operating methods, with regular review points. We will encourage clients, suppliers and other stakeholders to do the same. Hi Kent also has a Carbon Reduction Policy which is aligned with Hi Kent's Environmental Policy, and current codes of practice on waste and environmental protection. It is our intention to operate our charity in an environmentally friendly way as possible.		
HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS		
Not applicable to Hi Kent's grant application.		
PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	16
	B) VOLUNTEERS	145
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	Hi Kent has 40 Members, 5 Trustees and 10 Friends
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN?	Hi Kent sees over 390 clients each year at our monthly free Hearing Aid Support Clinics at Hollybush Day Centre, who live within Sevenoaks Town, and this number is steadily rising. Hi Kent also sees over 95 clients each year at our free monthly Hearing Aid Support Clinic at the supported living and residential care home at Rockdale Lodge, Rockdale Road, Sevenoaks	

PART 2 – GRANT REQUEST	
AMOUNT OF GRANT APPLIED FOR	£1,000.00
PLEASE DESCRIBE YOUR PROJECT	
Hi Kent needs funds to run our free monthly drop-in Support Clinics for NHS hearing aid users at Hollybush Day Centre in Sevenoaks for another year. Hi Kent also needs funds to provide our free monthly Support Clinics for NHS hearing aid users at the supported living and residential care home at Rockdale Lodge in Sevenoaks for another year. For the many people who are too frail or unwell to attend their local Clinic, we offer a free home visit by appointment for them to receive the same aftercare for their hearing aids.	
PLEASE EXPLAIN WHAT YOU WILL BE USING THE GRANT FOR	
With the Town Council's support we will use the grant to run free Hearing Aid Support Clinics in Sevenoaks Town for another year. The Clinics are run by trained volunteers who will clean, re-tube, supply and fit replacement batteries for hearing aid users who are unable to maintain their own aids. This support is provided free of charge with no appointment necessary. Home visits are provided by appointment for people unable to travel to the Clinics due to illness or frailty. Each Clinic at Hollybush Day Centre is open for 1.5 hours and at Rockdale House for 1 hour, but our long-standing volunteers are happy to extend this time if needed to ensure that each client receives the time and attention they deserve. The grant has benefitted those people in Sevenoaks town who are living with hearing loss and require expert help to look after their NHS hearing aids in order that they work effectively for them. Hearing aids that are regularly maintained and work well give the wearer more confidence in their ability to cope better with everyday life and enjoy social situations secure in the knowledge that their aids help them pick up the sounds/pitches they have lost. Having such a local service means that clients do not have to travel to a central Audiology Clinic, which often incurs travel and parking expenses and sometimes waiting time. Our services are offered free of charge and no appointment is needed. Our volunteers often have a hearing loss themselves so understand the challenges that have to be faced when this vital sense is lost or partially lost.	
WHICH TAX YEAR WILL THE GRANT BE USED IN	2026/2027

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)	NO YES/NO
IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?	YES/NO
PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:	

PART 4 – TO BE COMPLETED BY ALL APPLICANTS	
HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT? NO	
IF YES, PLEASE GIVE DETAILS	
YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION	
Deafness is known as the 'invisible disability' because often there is no outward sign that someone has a hearing loss. People who are deaf are often isolated and fearful and prone to suffer from depression. Nationally 1 in 5 people are hearing impaired and this rises to 1 in 4 for people over the age of 50, with the number of people over the age of 65 the fastest growing demographic. People with hearing loss typically become increasingly isolated by their worsening deafness and make excuses not to go out or attend family and other social gatherings because they are embarrassed by their hearing loss and not being able to communicate. They are often aware of other people's lack of patience and understanding when they are asked to repeat what they have said, and retreat to the sanctity of their homes, quickly becoming marginalised and excluded. The monthly Hi Kent free support clinics will benefit those people living in Sevenoaks town who are living with hearing loss and require expert help to look after their hearing aids, to ensure their sensory loss is supported, can retain their independence and enjoy family and social occasions. Many of our clients are deaf people aged between 65 and 80 years who are among the most frail and vulnerable members of society.	
PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR	Bank balance in hand to 31.3.25 = £173,515
HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?	4 to 6 months
HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS E.G. FUNDRAISING, DURING THE LAST YEAR?	£53,585 was raised through donations and fundraising in 2024/2025 which is used on a county-wide basis to support Hi Kent's charitable activities
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	
2016 £1,000 2017 £500 2019 £1,000 2021 £1,000 2022 £1,000 2023 £1,000 2024 £1,000 2025 £1,000	

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST	
All relevant parts of form completed	X
Form signed	X
Audited accounts for last two financial years attached	X
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	Yes

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

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.	
I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.	
SIGNATURE 	DATE 29 July 2026
NAME AND POSITION IN ORGANISATION IN CAPITALS PLEASE	

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

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

Bank:	
Sort Code:	
Account No:	

Please return this form to Alison Futtit at council@sevenoakstown.gov.uk or at Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Friday 31st July 2026** for the September Finance & Delivery Committee
 - **Friday 8th January 2027** for the February Finance & Delivery Committee
- NB: Late applications will be reviewed at the following Grants meeting.

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

Company Number: 03132542
Registered Charity Number: 1052036

HI KENT

(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

HI KENT
(A Company Limited by Guarantee)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

Patron:	Rt. Hon. Ann Widdecombe
Chief Operating Officer:	Maxine Lucas
Trustees:	Clive Reddihough (Chairman) Caroline Elizabeth Highwood (Treasurer) Patrick Todd Mary Shaw James Ransom – resigned 12 th November 2024 Julia Cox – appointed 12 th November 2024 Raymond Cuffley – appointed 12 th November 2024
Company Registered Number:	03132542
Charity Registered Number:	1052036
Company Secretary	Maxine Lucas
Head Office and Registered Office:	18 Brewer Street Maidstone Kent ME14 1RU
Independent Examiners:	Henry Reeves & Co 5 West Court Enterprise Road Maidstone Kent ME15 6JD
Bankers:	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Solicitors:	Warners Solicitors 180 High Street Tonbridge Kent TN9 1BD

HI KENT
(A Company Limited by Guarantee)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2025

The Trustees (who are also directors of Hi Kent for purpose of company law) present herewith their Annual Report and the financial statements for the year ended 31 March 2025

Legal and Administrative Details

The charity is a company limited by guarantee (company number 03132542, registered charity number 1052036). The charity is governed by the Memorandum & Articles of the company dated 21 November 1995. The Trustees, who comprise the Management Committee of the charity, are responsible for governance of the charity in accordance with the governing document, with day-to-day management delegated to the Chief Operating Officer.

Principal Activities and Policy Statement

Hi Kent's aims and objectives are to provide people who are deaf, have hearing loss and/or tinnitus with information, assistive equipment and support required to maximise communication and enable them to live fulfilled lives socially and in employment. In line with these core values the principal activities of the company continue to be the assessment of the needs of people with a hearing loss on behalf of Kent County Council, and the provision of relevant advice, equipment services and support. Our support activities also include free lipreading classes, social groups, tinnitus support groups, community clinics for NHS hearing aid maintenance, deaf awareness classes, British Sign Language courses and suitable premises where equipment can be demonstrated to clients. Additionally we provide a Technology Support service to help people access the gadgets and technology available to help them with hearing loss. We also provide Ear Care services to help people to access low cost ear checks and wax removal via microsuction. Hi Kent's objectives and activities are solely for the benefit of the public. The Trustees of Hi Kent have had due regard to guidance published by the Charity Commission.

According to the RNID one in three adults in the UK are deaf, have hearing loss or tinnitus. Over half of the population aged 55 or more will have hearing loss and this rises to 80% of people over the age of 70. With a growing population in Kent, particularly in older people, the need for Hi Kent's services increases year on year. Hearing loss can add to or worsen depression and dementia so its effects can have far reaching consequences. Looking after your hearing is therefore very important and will help to mitigate these risks.

Review of the Year

It was our fourth year of the Kent County Council Wellbeing Contract in which we are sub-contracted to Kent Association for the Blind. We help around 8,000 people from the Kent County Council area per year through this work by providing information, advice, assessment of needs and provision of equipment. Our community clinics which provide NHS hearing aid maintenance are now back to pre-Covid pandemic levels, in 2024-2025 we saw nearly 30,000 people. Our Social Groups project has been given a lifeline by the National Lottery Community Fund awarding us a 5 year grant, year 2 starting 1st March 2025. The first half year funding for the year 2025-2026 is included in the accounts to 31st March 2025. This funding has enabled us to have stability for our social groups and to provide activities and information sessions. Our Lipreading courses and Tinnitus support groups continued to be offered free of charge helping people to cope with the issues they face and learn strategies to make their lives better.

The Ear Care Service is now well established with appointments being offered from both our centres and home visits available. Income for Ear Care in 2024-2025 is three times the previous year which is amazing. Our British Sign Language courses, Deaf Awareness Training and sale

REPORT OF THE TRUSTEES (Continued)

FOR THE YEAR ENDED 31 MARCH 2025

of assistive equipment along with Ear Care have all brought in funds to help us to provide the other services free of charge to those that need them.

We have once again managed to get through the year with a manageable deficit. This is due to the many grant applications that we make throughout the year resulting in some of them being awarded and the generous donations we have received. Our Fundraising activities also continue to bring in much needed funds.

Financial Status

The steps taken in planning the budget for 2025 have helped to continue the financial health of the organization.

The actual revenue for 2025 was £574,282 (2024 was £563,052), an increase of £11,230.

On the cost control side, expenditures were £581,222 (2024 was £580,052) which is an increase of £1,170 in costs.

The net movement in funds was therefore a £6,940 deficit (2024 was a £17,000 deficit). We had budgeted for a £13,000 deficit so this is an improved result.

Reserves Policy

Total funds of the Charity at 31 March 2025 were £173,515 (2024: £180,455). Free reserves, calculated as being reserves after the removal of restricted funds, designated funds and tangible fixed assets, held at 31 March 2025 were £133,334 (2024: £137,892). It is held in a mixture of fixed term deposits, bonds and open access interest bearing accounts intended to maximise investment returns whilst not impairing liquidity. This position may fluctuate temporarily during the year as it smooths operational costs. It is our longer term aim to maintain reserves at the equivalent of between four to six months' operational costs, as a contingency to enable us to honour all contractual obligations.

Associations with Organisations

We continue to work closely with The Kent Association for the Blind under the Kent County Council Community Wellbeing Services contract. We collect detailed statistics which are reported quarterly. We also receive financial support from NHS Kent and Medway CCG which go towards providing hearing aid maintenance services throughout the county. We were very pleased to have been granted five year funding by the National Lottery Community Fund which gives stability to our Social Group project. We receive funding from many local organizations and businesses which are all gratefully received. We have also continued to provide British Sign Language courses under contract for Kent Adult Education. Our relationships with all these organisations underpin our work and are of enormous benefit to our clients. We have established working relationships with several private hearing aid providers supporting them to provide NHS services or services such as wax removal which is not readily available via the NHS. We are grateful for the ongoing support of Tinnitus UK who provide information, training and publicity for our support groups. Hi Kent continues to chair the Kent Charities Group which involves joint fundraising with several other local charities in the County.

Corporate Risk Assessment

The Management Committee have conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Hi Kent operates budget control procedures and formal reports are provided to the

REPORT OF THE TRUSTEES (Continued)

FOR THE YEAR ENDED 31 MARCH 2025

Management Committee at its bi-monthly meetings. Progress of actual vs. budget funding/spending and cash flow analysis are kept under close review. Internal control risks are minimised by the stringent application of procedures for authorisation of all transactions and projects. Hi Kent operates its own quality system based on the principles of the ISO 9001:2015 standard.

Procedures are in place to:

- a) ensure compliance with health and safety of staff, volunteers, clients and visitors to all Hi Kent premises and when undertaking work on behalf of Hi Kent at other locations;
- b) ensure that all necessary policies are in place and reviewed at appropriate intervals, including, inter alia, environmental issues, adult protection, data protection, etc;
- c) ensure security of tenure in respect of premises occupied under long-term leases;
- d) recruit, retain and develop staff
- e) ensure compliance with all relevant legislation.

These procedures are regularly reviewed to ensure that they continue to meet the needs of the charity, and all policies and procedures are examined rigorously as part of the annual quality procedure.

Methods Adopted for Recruitment and Appointment of new Trustees

Hi Kent appoints 'fit and proper persons' to serve as its Trustees and ensures its Board is balanced with a wide range of skills. As far as is possible Hi Kent aims to have diversity in its Trustees in terms of breadth of skills, age, gender, race and background, as well as personal experience or understanding of hearing loss and the needs of our client group.

Induction of Trustees

Potential new Trustees are provided with briefing material by the Chairman and the Chief Operating Officer then invited to attend one or more Trustees' Meetings as observers before a decision is taken to appoint them as Trustee. They also receive copies of recent accounts, annual reviews, Memorandum and Articles of Association.

Employee Remuneration

The remuneration of key employees is set by the Trustees.

Acknowledgements

We are indebted to our many volunteers who provide NHS hearing aid maintenance service in their local communities and those who help to run our network of Social Groups. The monetary value of the contribution these volunteers make is more than £80,000 per year, we could not do the work without them. We again appreciate the support of staff in Local Authorities and NHS bodies which enables us to develop service provision for our mutual clients. We are also grateful for the help and support of Kent Association for the Blind over this fourth year of the contract and we look forward to working together on shaping future provision of this work. Hi Kent gratefully acknowledges the generous donations of those funding bodies which have awarded grants this year. The support of the many local organisations who help us provide our services and raise funds via fundraising events is very much appreciated. We also give grateful thanks to the numerous individuals who contribute regularly to our work on behalf of Kent's 537,000 plus people with a hearing loss.

REPORT OF THE TRUSTEES (Continued)

FOR THE YEAR ENDED 31 MARCH 2025

Future Plans

Our ongoing aim is to help more of Kent's 537,000 d/Deaf and hard of hearing people year on year.

The Community Wellbeing Contract has continued into year 5 which is the final year. We will work with Kent Association for the Blind to support their future contract negotiations with Kent County Council.

We are very grateful for the National Lottery Community Fund grant for our Social Groups project. It means we have been able to make plans for the next few years and build on the success we have started. The groups get people together to make new friends and receive the support to help them to live well with hearing loss. The National Lottery Community Fund also provided a one year grant towards our Lipreading courses for the academic year 2024-2025 which again was gratefully received.

Our Ear Care service is now well established with appointments now available from our centres in Maidstone and Canterbury as well as home visits. The income from this service is growing which is thanks to the Hi Kent team for working so hard to make it a success.

For the Year Ending 31 March 2026

The Community Wellbeing Contract is going into the final year and we hope to hear what plans there are for the future very soon. We are participating with Kent County Council in their work to prepare an Adult Social Care Prevention Framework which encompasses our work. We continue to offer a good quality service helping around 8,000 people and providing assessment of needs, where appropriate, resulting in advice or equipment free of charge to help them to live safely and independently.

We have a fully costed budget for 2025-2026 which provides for a small, manageable deficit. We hope that we can reduce the amount of this deficit to a break-even result, if possible. We are scaling up efforts to boost activities that bring in funds as well as continuing to make savings on general costs. We track progress of grant funding and fundraising with internal funding meetings monthly.

Our British Sign Language courses continue to be offered in partnership with Kent Adult Education which enables us to offer concessions to people on benefits or low income. We have another new BSL tutor for the 2025-2026 academic year and are running courses in Dover, Canterbury and Maidstone as well as online. We will continue to offer 2 hour BSL Taster sessions which are proving very successful and feeding people into our courses.

Tinnitus Support Groups continue to be offered as face to face in various locations and online. These provide a place where people can meet others with the condition to share coping strategies and hear the latest advice. We will be attending Tinnitus UK's first face to face conference since Covid in September 2025 and hope to pick up lots of information on the latest research.

Our Lipreading Courses are all online and fully subscribed for the next academic year 2025-2026 with a waiting list. We were very fortunate to receive a National Lottery Community Fund grant for the academic year 2024-2025 which enabled us to continue to offer this course free of charge.

We are keeping up the momentum with our social media posts and sending out email bulletins regularly too. We will continue to use free advertising available in local magazines and display posters and flyers where we can. We also will continue to take every opportunity available to us to speak to groups about what we do to spread the word.

REPORT OF THE TRUSTEES (Continued)

FOR THE YEAR ENDED 31 MARCH 2025

As always we will be doing our best to generate income from our fundraising activities to help fund our services.

Fundraising Activities

Our Fundraising activities were affected by the loss of our Fundraising Officer in October 2024 but we have done what we can with limited resources. New initiatives for 2025-2026 are an Afternoon Tea with John Sandon from The Antiques Roadshow in September 2025 and use of our new Ebay account to sell donated items. We are actively looking for a new Fundraising Officer to keep up the momentum of our fundraising activities. Income from donations and fundraising was £53,585 for 2025 (£61,348 for 2024) so down by £7,763 on 2024 levels. The Kent Charities Group Christmas Draw made £2,134 for 2024-2025 (£3,447:2023-2024) which was less than 2023-2024 but still a very helpful amount. The Hi Kent lottery raised £1,230 and we hope to increase this amount in 2025-2026. We maintain our policy of not using any professional fundraisers or commercial participators. The charity is fully compliant with the GDPR regulations and does not make any direct approaches to vulnerable people or members of the public using intrusive or unreasonable methods. The charity has received no complaints about its fundraising activities. Hi Kent is registered with the Fundraising Regulator.

Hi Kent continues to rely heavily on its team of 88 volunteers, the majority of whom are deployed on running our hearing aid support clinics, after receiving necessary training. A few volunteers also help run our Social Groups and help out at occasional fundraising events. All are required to undergo a DBS check before acting on our behalf.

Trustees during the year

The trustees of the charity who served during the year were as follows:

Clive Reddihough
Caroline Highwood
Patrick Todd
Mary Shaw
James Ransom (resigned 12th November 2024)
Julia Cox - appointed 12th November 2024
Raymond Cuffley – appointed 12th November 2024

Investment Powers

Day-to-day funds management decisions in the current account rested with the Chief Operating Officer, pursuant to policies approved by the trustees and members of the Management Committee. Long-term investment decisions are subject to Board review. There are no restrictions in the Memorandum and Articles of Association on the type of investments permitted.

Auditors

Henry Reeves & Co Limited (previously Charcroft Baker LLP) were re-appointed as auditors at the 2024 Annual General Meeting. We have elected to have an Independent Examination instead of an audit for 2025 as we are not required by The Charities Commission or Companies House to have a full audit. A resolution proposing we tender for this work in 2026 will be put to the 2025 Annual General Meeting.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom

REPORT OF THE TRUSTEES (Continued)

FOR THE YEAR ENDED 31 MARCH 2025

Generally Accepted Accounting Practice).

Statement of Trustees' Responsibilities - continued

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

Disclosure For Information To Independent Examiner

Each of the persons who are trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustees are aware, there is no relevant information of which the charitable company's Independent Examiner is unaware; and
- that Trustees have taken all the steps that they ought to have taken as a Trustee in order to be aware of any relevant information and to establish that the charitable company's Independent Examiner is aware of that information.

This report was approved by the Trustees, on 17 November 2025 and signed on their behalf by:

C E Highwood
Treasurer

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HI KENT

FOR THE YEAR ENDED 31 MARCH 2025

Independent examiner's report

We have examined the financial statements of the charity for the financial year ended 31 March 2025, which comprise the Statement of Financial Activities (incorporating an Income and Expenditure Account), the Balance Sheet and the related notes.

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Board of Directors that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members, as a body, for our work, or for this report.

Respective responsibilities of directors and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006. The charity's directors consider that an audit is not required for this financial year under Chapter 3 of Part 16 of the Companies Act 2006 and that an independent examination is required.

It is our responsibility to:

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

Basis of independent examiner's report

Our 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 the directors 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 our examination, no matter has come to our attention which gives us cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006
- the financial statements do not accord with those accounting records
- the financial statements do not comply with the accounting requirements of the Charities Act

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HI KENT

FOR THE YEAR ENDED 31 MARCH 2025

- the financial statements have not been prepared in accordance with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)
- there is further information needed for a proper understanding of the accounts to be reached.

We have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Andrew Drinkwater FCCA
HENRY REEVES AND CO
Chartered Certified Accountants and Registered Auditors
5 West Court
Enterprise Road
Maidstone
Kent
ME15 6JD
GB
Date: 17 November 2025

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted Funds £	Restricted Funds £	2025 Total Funds £	2024 Total Funds £
INCOMING RESOURCES					
Incoming resources from generated funds:					
<i>Voluntary income:</i>					
Membership subscriptions	2	90	-	90	90
Donations & fund raising	2,3	53,585	-	53,585	61,348
Legacies	2	-	-	-	-
<i>Investments:</i>					
Bank interest received	4	1,273	-	1,273	1,175
Bank investment bond movement	4	(49)	-	(49)	-
Incoming resources from charitable activities:					
Grants	2	23,828	167,009	190,837	168,978
Contract income	2	233,520	-	233,520	255,000
Sales & installation of aids	3	37,494	-	37,494	22,159
Deaf awareness & Sign					
Language courses	3	42,218	-	42,218	48,582
Ear Care Services	3	15,314	-	15,314	5,720
TOTAL INCOMING RESOURCES		407,273	167,009	574,282	563,052
RESOURCES EXPENDED					
Costs of generating funds:					
Costs of generating voluntary income		7,279	-	7,279	8,455
Charitable activities		402,689	167,206	569,895	565,553
Governance costs		4,048	-	4,048	6,044
TOTAL RESOURCES EXPENDED	5	414,016	167,206	581,222	580,052
NET MOVEMENT IN FUNDS		(6,743)	(197)	(6,940)	(17,000)
RECONCILIATION OF FUNDS					
Total funds brought forward		158,691	21,764	180,455	197,455
Total funds carried forward		151,948	21,567	173,515	180,455

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2025

The Statement of Financial Activities incorporates the Income and Expenditure Account. The results for the year derive from continuing activities and there are no gains and losses other than those shown above.

HI KENT
(A Company Limited by Guarantee)
BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2025

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	Notes	2025 £	2024 £
FIXED ASSETS			
Tangible Assets	9	18,614	20,799
CURRENT ASSETS			
Stock		14,258	13,161
Debtors	10	25,504	33,896
Prepayments & accrued income	10	19,615	19,296
Cash at Bank & in Hand		<u>138,764</u>	<u>149,021</u>
		198,141	215,374
CREDITORS			
Creditors	11	(26,142)	(21,710)
Accruals and deferred income	11	<u>(17,098)</u>	<u>(34,008)</u>
NET CURRENT ASSETS		154,901	159,656
NET ASSETS		<u>173,515</u>	<u>180,455</u>
INCOME FUNDS			
Restricted funds	16	21,567	21,764
Unrestricted funds	16	<u>151,948</u>	<u>158,691</u>
		<u>173,515</u>	<u>180,455</u>

The Trustees have elected for the financial statements to be Independently Examined in accordance with section 145(1) of the Charities Act 2011.

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The trustees have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each 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 financial statements, so far as applicable to the company.

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

Approved by the trustees on 17 November 2025 and signed on its behalf by:

C E Highwood
Treasurer

HI KENT
(A Company Limited by Guarantee)
STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31 MARCH 2025

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Statement of Cash flows:

	2025 £	2024 £
Cash flows from operating activities:	(8,765)	(21,144)
Net cash provided by (used in) operating activities:		
Dividends, interest and rents from investments	1,224	1,175
Proceeds from the sale of property, plant and equipment	-	-
Purchase of property, plant and equipment	(2,712)	(2,166)
Proceeds from sale of investments	-	-
Purchase of investments	-	-
Net cash provided by (used in) investing activities	(1,488)	(991)
Cash flows from financing activities:		
Repayments of borrowing	-	-
Cash inflows from new borrowing	-	-
Receipt of endowment	-	-
Net cash provided (used in) financing activities	-	-
Change in cash and cash equivalents in the reporting period	(10,253)	(22,135)
Cash and cash equivalents at the beginning of the reporting period	149,021	171,156
Change in cash and cash equivalents due to exchange rate movements	-	-
Cash and cash equivalents at the end of the reporting period	138,768	149,021

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

	2025 £	2024 £
Net income / (expenditure) for the reporting period (as per SOFA)	(6,940)	(17,000)
Adjustment for:		
Depreciation charges	4,898	5,526
Dividends, interest and rents from investments	(1,224)	(1,175)
Loss / (Profit) on the sale of fixed assets	-	-
(Increase) / decrease in stocks	(1,096)	506
(Increase) / decrease in debtors	8,074	(4,910)
Increase / (decrease) in creditors	(12,477)	(4,091)
Net cash provided by (used in) operating activities	(8,765)	(21,144)

Analysis of changes in Net Debt

	at 01/04/24	Cash Flow	at 31/03/25
Net Cash			
Cash at bank and in hand	149,021	(10,253)	138,768
	149,021	(10,253)	138,768

ACCOUNTING POLICIES STATEMENT

FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES

a) Statutory Information

Hi Kent is a private company, limited by guarantee, registered in England and Wales. The liability of each member in the event of a winding up is £1.

The company's registered number and registered office address can be found on the company information page.

b) Basis of Preparation

The financial statements of the charitable company have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102 section 1A), the Charities SORP (FRS 102) 'Accounting and Reporting By Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Companies Act 2006.

There were no material departures from those standards.

Hi Kent meet the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical costs or transaction value unless otherwise stated in the relevant accounting policy.

The company's functional and presentation currency is GBP.

c) Fund Accounting

Restricted funds are funds subject to specific purposes which may only be expended in accordance with the conditions imposed by the trustees.

Unrestricted funds are funds which are expended at the discretion of the trustees in furtherance of the objectives of the charitable company.

d) Going concern

At the time of approving the financial statements the trustees are confident that the charitable company has adequate resources and has taken appropriate measures to continue in operational existence for the foreseeable future. The trustees therefore deem it appropriate to prepare the financial statements on a going concern basis.

e) Recognition of Income

Income is recognised at fair value, derived from ordinary activities and net of sales taxes and any trade discounts. Income is included in the Statement of Financial Activities when the charitable company becomes entitled to the resource, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

ACCOUNTING POLICIES STATEMENT (Continued)

FOR THE YEAR ENDED 31 MARCH 2025

Income is recognised in respect of the following sources:

i) Grants

Income from government and other grants are recognised using the performance model. Grants are recognised when the charity has entitlement to the funds and when any performance conditions attached to the grants have been met. Grants received before the revenue recognition criteria are satisfied are recognised as a liability.

ii) Sales and courses

Income from the sale of equipment is recognised in the Statement of Financial Activities when the charity has transferred the significant risks and rewards of ownership to the customer. This is usually at the point the customer receives the goods.

Income from the installation of equipment and the delivery of courses represents amounts invoiced in respect of the rendering of services. This is recognised with reference to stage of completion and is recognised in the period in which the service is performed.

iii) Donations and fund raising

Income from donations and fund-raising activities is recognised when the funds are received, in line with the general income recognition criteria.

iv) Investment income

Income from investments is recognised when receivable.

v) Legacies

Income from legacies are recognised when the charity becomes entitled to the income. This is taken as the earlier of the date on which either: the charity is made aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the charity that a distribution will be made, or when a distribution is received from the estate.

vi) Contract income

Contract income is recognised when the charity becomes entitled to the income and any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably.

f) Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less accumulated depreciation and impairment. Depreciation is provided to write down the cost of each asset to its estimated residual value over its expected useful life. It is calculated at the following annual rates:

Computers	- 20% of net book value
Equipment	- 20% of net book value
Fixtures and fittings	- 20% of net book value
Motor vehicles	- 25% of net book value

ACCOUNTING POLICIES STATEMENT (Continued)

FOR THE YEAR ENDED 31 MARCH 2025

g) Stocks

Stocks are valued at the lower of cost and net realisable value. Cost is calculated on a first in first out basis and includes all costs incurred in bringing the stock to its present location and condition. Net realisable value is based on the estimated selling prices from which are deducted further costs to completion and disposal.

h) Operating Leases

Rentals payable under operating leases are charged against income on a straight-line basis over the term of the lease.

i) Pensions

The company operates a defined contribution pension scheme. Contributions payable for the year are charged to the Statement of Financial Activities. For more details see note 14.

j) Liabilities and Other Resources Expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to that category.

Support costs are allocated to the Charitable activities which they support. Where support costs cannot be directly attributed to particular headings they have been allocated on a proportionate basis in line with income. Governance costs are not allocated to Charitable activities as they represent costs in respect of governing the charity as a whole and do not directly relate to a specific activity.

k) Creditors

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

l) Financial instruments

Basic financial assets and liabilities include trade and other receivables, trade and other payables and cash and bank balances. These are initially recognised at transaction price unless the arrangement constitutes a financing transaction (loan over a period of time) where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Such assets and liabilities are subsequently carried at amortised cost using the effective interest method.

m) Cash at Bank & In Hand

Cash held in income funds are classified as Cash at Bank and in Hand due to being highly liquid accounts.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

2. INCOME FROM DONATIONS, LEGACIES AND CONTRACTS

	Unrestricted Funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Donations	32,498	-	32,498	38,441
Subscriptions	90	-	90	90
Legacies	-	-	-	-
Government grants - Covid support	-	-	-	-
Contract income	233,520	-	233,520	255,000
Grants	23,828	167,009	190,837	168,978
Total donations, legacies and contracts	289,936	167,009	456,945	462,509
Total 2024	319,581	142,928	462,509	

3. FUNDRAISING INCOME

	Unrestricted Funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Fundraising	21,087	-	21,087	22,907
Sales & installation of aids	37,494	-	37,494	22,159
Deaf awareness & Sign				
Language courses	42,218	-	42,218	48,582
Ear care services	15,314	-	15,314	5,720
Total Fundraising Income	116,113	-	116,113	99,368
Total 2024	99,368	-	99,368	

4. INVESTMENT INCOME

	Unrestricted Funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Bank Interest received	1,273	-	1,273	1,175
Bank investment bond movement	(49)	-	(49)	-
Total Investment Income	1,224	-	1,224	1,175
Total 2024	1,175	-	1,175	

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

5. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds 2025	Restricted funds 2025	Total funds 2025	Total funds 2024
Lip reading support/Social Groups/Tinnitus	5,048	54,791	59,839	49,117
Sign language/Ear care/DAT/Exhibitions	53,967	-	53,967	47,443
VVS clinics	5,804	85,792	91,596	89,373
Sale of equipment	338,938	25,555	364,493	379,620
Costs of generating voluntary income	7,279	-	7,279	8,455
Governance	4,048	-	4,048	6,044
Total	415,084	166,138	581,222	580,052
Total for 2024	452,454	127,598	580,052	

6. TOTAL RESOURCES EXPENDED

	Lip Reading etc. £	Sign Language etc. £	VVS Clincs £	Sale of Equipment £	Governance £	2025 Total £	2024 Total £
Direct Costs							
Supplies & Installation							
Of aids	-	-	-	31,422	-	31,422	18,304
Training costs	13,743	31,685	-	-	-	45,428	45,782
Staff costs	1,580	12,983	-	123,186	-	137,749	138,910
Office costs	-	-	13,738	7,279	-	21,017	18,657
Total Direct Costs	15,323	44,668	13,738	161,887	-	235,616	221,653
Total Direct Costs 2024	13,124	39,937	10,202	158,390	-	221,653	
Support Costs							
Staff cost	34,621	-	64,865	149,253	1,000	249,739	254,266
Office costs	3,606	3,389	4,735	22,097	-	33,827	38,292
Premises costs	4,533	4,260	5,952	27,774	-	42,519	44,767
Deprecation of fixed assets	522	491	685	3,200	-	4,898	5,526
Bank charges	237	223	312	1,455	-	2,227	2,103
Travel cost	997	936	1,309	6,106	-	9,348	8,401
Statutory audit cost	-	-	-	-	3,048	3,048	5,044
Fixed Asset Disposals	-	-	-	-	-	-	-
Total Support Costs	44,516	9,299	77,858	209,885	4,048	345,606	358,399
Total Support Costs 2024	35,993	7,506	79,171	229,685	6,044	358,399	

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2025

7. STAFF COSTS AND NUMBERS

Staff costs were as follows:

	2025	2024
	£	£
Salaries and wages	351,805	356,961
Social security costs	25,253	25,770
Pension costs	8,455	8,669
Healthcare and reduced insurance	1,975	1,776
Total	<u>387,488</u>	<u>393,176</u>

Staff costs include a provision of £4,031 (2024: £9,669) to reflect the impact of unused staff holiday entitlement at the year end. This is an accounting entry and will be released to the income and expenditure account as the holiday entitlement is utilised going forward.

No employee received emoluments of more than £50,000 (2024: none more than £50,000).

No trustee received any remuneration during the year (2024: nil).

No trustee was reimbursed during the year for expenses incurred on behalf of the company (2024: nil).

The charity operates a Group Pension Savings Plan for employees. Further information is provided in note 14.

The average number of employees during the year was as follows:

	2025	2024
	Number	Number
Chief Executive	1	1
Project support	12	13
Administration and management	3	4
Total	<u>16</u>	<u>18</u>

The charity significantly benefits from the work of 88 (2024: 85) full and part-time volunteers, who are in addition to the average numbers shown above.

8. TAXATION

No liability to United Kingdom corporation tax arose in the year, on the basis that the charity is exempt from tax on income and gains.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2025

9. TANGIBLE FIXED ASSETS

	Computer Equipment £	Other Equipment £	Fixtures & Fittings £	Motor Vehicles £	Total £
COST					
At 1 April 2024	26,766	13,809	20,419	37,006	98,000
Additions	2,782	-	-	-	2,782
Disposals	-	(3,911)	(1,200)	-	(5,111)
At 31 March 2025	29,548	9,898	19,219	37,006	95,671
DEPRECIATION					
At 1 April 2024	12,847	11,290	19,969	33,095	77,201
Charge for the year	3,340	494	87	977	4,898
Disposals	-	(3,859)	(1,183)	-	(5,042)
At 31 March 2025	16,187	7,925	18,873	34,072	77,057
NET BOOK VALUE					
At 31 March 2025	13,361	1,973	346	2,934	18,614
At 31 March 2024	13,919	2,519	450	3,911	20,799

10. DEBTORS

	2025 £	2024 £
Trade debtors	25,503	33,896
Other debtors	-	-
Prepayments and accrued income	19,615	19,296
	<u>45,118</u>	<u>53,192</u>

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2025

11. CREDITORS

	2025	2024
	£	£
Trade creditors	14,218	8,459
Other taxes and social security	11,700	12,573
Accruals and deferred income	17,099	34,008
Other creditors	224	678
	<u>43,241</u>	<u>55,718</u>

Deferred income

	2025	2024
	£	£
At 1 st April	11,309	9,616
Additions during the year	33,357	46,791
Released to income	(40,234)	(45,098)
At 31 st March	<u>4,432</u>	<u>11,309</u>

Deferred income of £4,432 relates to income from sign language courses occurring post year end.

12. FINANCIAL COMMITMENTS

At 31 March 2025, the company had annual commitments under operating leases as set out below:

	2025		2024	
	Land and		Land and	
	Buildings	Other	Buildings	Other
	£	£	£	£
Operating leases which expire:				
Within one year	31,500	-	31,500	-
Between two and five years	49,625	-	69,125	-
In over five years	9,000	-	21,000	-
	<u>90,125</u>	<u>-</u>	<u>121,625</u>	<u>-</u>

The company's total future financial commitments under operating leases are £90,125 (2024 - £121,625).

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2025

13. CAPITAL COMMITMENTS

The company had no capital commitments at the 31 March 2025.

14. PENSION COMMITMENTS

The company operates a Group Pension Savings Plan. The pension cost charge represents contributions payable by the company and amounted to £8,455 (2024: £8,669). There were contributions of £273 (2024: £273) payable at the end of the year.

15. RELATED PARTIES

There have been no related party transactions in the year ended 31 March 2025.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2025

16. STATEMENT OF FUNDS

Statement of funds – current year

	Balance 1.04.2024 £	Movement in Funds Incoming Resources Expenditure £		Balance 31.03.2025 £
Unrestricted funds				
Unrestricted funds	158,691	407,273	(414,016)	151,948
	<u>158,691</u>	<u>407,273</u>	<u>(414,016)</u>	<u>151,948</u>
Restricted funds				
Volunteer Visiting Scheme (East Kent)	2,726	41,136	(43,862)	-
Volunteer Visiting Scheme (North Kent – formerly West Kent)	-	19,728	(19,728)	-
Volunteer Visiting Scheme (West Kent – Formerly Mid Kent)	2,679	19,523	(22,202)	-
Lip Reading – Fundraising Income	5,319	31,453	(26,366)	10,406
Tinnitus Groups	-	5	(5)	-
Provincial Lodge – Van donation	646	-	(155)	491
Technology Support Grants	-	25,400	(25,400)	-
Social Groups Grants	-	4,486	(4,486)	-
Social Groups Grant – National Lottery Community Fund	10,394	25,278	(25,002)	10,670
	<u>21,764</u>	<u>167,009</u>	<u>(167,206)</u>	<u>21,567</u>
Total of funds	180,455	574,282	(582,290)	173,515

Restricted Funds Carried Forward

Volunteer Visiting Scheme East Kent and West Kent

The restricted funds have been designated to cover the costs of the Volunteer Visiting Scheme in the 3 areas of Kent helping people with maintenance of their NHS hearing aids.

Lipreading

The restricted funds have been designated to cover the costs of the Lipreading Courses in the following year.

Social Groups Grant – National Lottery Community Fund

The restricted funds have been designated to cover the costs of Hi Kent's 'Social Groups Project for People Living with Hearing Loss' for which National Lottery funding has been awarded.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2025

Provincial Lodge – Van donation

These funds have been designated to cover the depreciation costs of the van purchased with the funding.

Statement of funds – prior year

	Balance 1.04.2023 £	Movement in Funds		Balance 31.03.2024 £
		Incoming Resources £	Expenditure £	
Unrestricted funds				
Unrestricted funds	191,021	420,124	(452,454)	158,691
	<u>191,021</u>	<u>420,124</u>	<u>(452,454)</u>	<u>158,691</u>
Restricted funds				
Volunteer Visiting Scheme (East Kent)	1,480	36,551	(35,305)	2,726
Volunteer Visiting Scheme (North Kent – formerly West Kent)	-	8,670	(8,670)	-
Volunteer Visiting Scheme (West Kent – Formerly Mid Kent)	4,101	29,251	(30,672)	2,680
Lip Reading – Fundraising Income	-	27,191	(21,873)	5,318
Tinnitus Groups	-	5,507	(5,507)	-
Provincial Lodge – Van donation	853	-	(207)	646
Technology Support Grants	-	5,908	(5,908)	
Social Groups Grants	-	17,377	(17,377)	-
Social Groups Grant – National Lottery Community Fund	-	12,473	(2,079)	10,394
	<u>6,434</u>	<u>142,928</u>	<u>(127,598)</u>	<u>21,764</u>
Total of funds	197,455	563,052	(580,052)	180,455

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2025

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Analysis of net assets between funds – current year

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £
Tangible fixed assets	18,614	-	18,614
Current assets	176,574	21,567	198,141
Creditors due within one year	(43,240)	-	(43,240)
	151,948	21,567	173,515

Analysis of net assets between funds – prior year

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	20,799	-	20,799
Current assets	193,610	21,764	215,374
Creditors due within one year	(55,718)	-	(55,718)
	158,691	21,764	180,455

HI KENT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

THIS PAGE DOES NOT FORM PART OF THE STATUTORY ACCOUNTS

GRANTS

	Unrestricted Funds	Restricted Funds	2025 Total Funds	2024 Total Funds
	£	£	£	£
Ann Peirson Trust	-	1,500	1,500	-
Arnold Clark	-	200	200	-
Ash Cum Ridley Parish Council	-	450	450	440
Awards for All	-	19,941	19,941	-
Beerling Foundation	-	-	-	500
Boshier Hinton Foundation	-	1,200	1,200	-
Childwick Trust	-	5,000	5,000	-
Civil Service Insurance Society	-	800	800	1,200
Cobtree Charity Trust	2,500	2,450	4,950	4,913
Cole Trust	-	-	-	1,500
Colyer Fergusson	-	-	-	10,000
Culverstone Valley Lodge	-	500	500	-
Darent Valley Lions Club	-	-	-	250
Dartford Lions Club	-	2,500	2,500	2,000
Dr Saul Lanyado	-	-	-	300
Duke of Kent Lodge	-	-	-	100
East Peckham Town Council	-	480	480	-
Edenbridge Town Council	-	400	400	400
Faversham Lipreading Support Group	-	-	-	500
Faversham Town Council	-	2,337	2,337	-
Fitton Trust	-	300	300	-
Grain Over Forty Fives	-	-	-	50
Henry Smith Charity	-	-	-	10,000
Hextable Parish Council	-	330	330	-
Holmsdale Lodge	1,500	-	1,500	1,000
Hoo St Werburgh PC	-	480	480	480
Horsmonden Parish Council	-	200	200	-
H R Pratt Boorman Foundation	-	-	-	2,000
Involve Kent – Warm Space	-	-	-	1,500
Joan Ainslie Charitable Trust	5,000	-	5,000	5,000
Kent Community Foundation	-	2,000	2,000	-
Kent Community Foundation – Tech Support	-	4,000	4,000	1,333
Kent Community Foundation – Tech Support/ Tinnitus	-	-	-	1,333
Kent Community Foundation – Lipreading	-	-	-	1,333
Lawson Trust	-	-	-	5,000
Lenham Parish Council	-	480	480	-
Leysdown Parish Council	-	-	-	-
Lipreading donations	-	1,005	1,005	2,295

HI KENT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

THIS PAGE DOES NOT FORM PART OF THE STATUTORY ACCOUNTS

GRANTS

	Unrestricted Funds	Restricted Funds	2025 Total Funds	2024 Total Funds
	£	£	£	£
Maidstone Borough Council – Tinnitus	-	-	-	1,000
Maidstone Borough Council – Lipreading	-	-	-	1,000
Maidstone Rotary Club	275	-	275	250
National Lottery Community Fund	-	25,278	25,278	12,473
NHS Kent and Medway CCG	-	60,012	60,012	60,012
NHS Kent and Medway CCG – Adult Community Engagement	2,000	-	2,000	-
Paddock Wood Town Council	-	480	480	-
Pat Newman Memorial Trust	-	1,500	1,500	1,500
Pembury Pavilion Community Coffee Shop	-	550	550	250
Phillips Foundation	-	6,000	6,000	-
Poult Wood Ladies Golf Club	4,553	-	4,553	-
Ranmore Trust	-	1,000	1,000	1,000
Robert McAlpine Foundation	-	10,000	10,000	5,000
Rotary Club of Ashford	250	-	250	-
Rotary Club of the Channel Trust Fund	-	-	-	1,000
Rotary Club of Dover	-	-	-	200
Rotary Club of Edenbridge and Westerham	-	-	-	100
Rotary Club of Gillingham	500	-	500	-
Rotary Club of Medway	-	-	-	600
Rotary Club of Sandwich	-	-	-	500
Rotary Club Tunbridge Wells	-	300	300	-
Rotary Club Westgate and Birchington	250	-	250	200
Saedingburna Lodge	-	-	-	400
Sevenoaks Town Council	-	1,000	1,000	1,000
Shanley Foundation	-	2,500	2,500	-
Sheerness Town Council	-	500	500	500
Simon Langton Lodge	-	-	-	250
Sir Jules Thorn Charitable Trust	3,000	-	3,000	2,500
Snar Gate Lodge	-	-	-	250
Social Groups Donations	-	701	701	1,043
South East Equalities Micro Fund	-	-	-	2,000
St Edmunds School	-	-	-	100
St Mary's Gillingham Green Lodge	-	-	-	250
Staplehurst Parish Council	-	440	440	-
Swanley Town Council	-	-	-	500
Tenterden Town Council	-	1,000	1,000	-
Tesco Groundwork UK	1,750	2,605	4,355	14,393
Thanet Rotary Club	250	-	250	250
Tinnitus Donations	-	5	5	-
Tonbridge Lions Club	-	125	125	480
Tonbridge and Malling Parish Council	-	2,500	2,500	-
Tonbridge and Malling Seniors Forum	-	200	200	-

HI KENT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

THIS PAGE DOES NOT FORM PART OF THE STATUTORY ACCOUNTS

GRANTS

	Unrestricted Funds	Restricted Funds	2025 Total Funds	2024 Total Funds
	£	£	£	£
Tory Family	2,000	-	2,000	3,000
Westgate On Sea Town Council	-	480	480	-
Westerham Town Council	-	300	300	300
Whitehead Monckton Charitable Trust	-	-	-	750
Whitfield Parish Council -	-	480	480	-
Worshipful Company of Insurers	-	-	-	2,500
Zedra Trust	-	2,500	2,500	-
Totals:	<u>23,828</u>	<u>167,009</u>	<u>190,837</u>	<u>168,978</u>

CONTRACT INCOME	Unrestricted Funds	Restricted Funds	2025 Total Funds	2024 Total Funds
	£	£	£	£
KAB – KCC Wellbeing Contract	233,520	-	233,520	255,000
Totals:	<u>233,520</u>	<u>-</u>	<u>233,520</u>	<u>255,000</u>

Company Number: 03132542
Registered Charity Number: 1052036

HI KENT

(A Company Limited by Guarantee)

AUDITED TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

HI KENT
(A Company Limited by Guarantee)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

Patron:	Rt. Hon. Ann Widdecombe
Chief Operating Officer:	Maxine Lucas
Trustees:	Clive Reddihough (Chairman) Caroline Elizabeth Highwood (Treasurer) Patrick Todd Mary Shaw James Ransom
Company Registered Number:	03132542
Charity Registered Number:	1052036
Company Secretary	Maxine Lucas
Head Office and Registered Office:	18 Brewer Street Maidstone Kent ME14 1RU
Independent Auditors:	Charcroft Baker LLP 5 West Court Enterprise Road Maidstone Kent ME15 6JD
Bankers:	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Solicitors:	Warners Solicitors 180 High Street Tonbridge Kent TN9 1BD

HI KENT
(A Company Limited by Guarantee)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2024

The Trustees (who are also directors of Hi Kent for purpose of company law) present herewith their Annual Report and the financial statements for the year ended 31 March 2024

Legal and Administrative Details

The charity is a company limited by guarantee (company number 03132542, registered charity number 1052036). The charity is governed by the Memorandum & Articles of the company dated 21 November 1995. The Trustees, who comprise the Management Committee of the charity, are responsible for governance of the charity in accordance with the governing document, with day-to-day management delegated to the Chief Operating Officer.

Principal Activities and Policy Statement

Hi Kent's aims and objectives are to provide d/Deaf, deafened, and people with hearing loss with information, assistive equipment and support required to maximise communication and enable them to live fulfilled lives socially and in employment. In line with these core values the principal activities of the company continue to be the assessment of the needs of people with a hearing loss on behalf of Kent County Council, and the provision of relevant advice, equipment services and support. Our support activities also include free lipreading classes, social groups, tinnitus support groups, community clinics for hearing aid maintenance, deaf awareness classes, British Sign Language courses and suitable premises where equipment can be demonstrated to clients. We also provide a Technology Support service to help people access the gadgets and technology available to help them with hearing loss. We added Ear Care to our range of services during the year to help people to access low cost ear checks and wax removal via microsuction. Hi Kent's objectives and activities are solely for the benefit of the public. The Trustees of Hi Kent have had due regard to guidance published by the Charity Commission.

According to the RNID one in three adults in the UK are deaf, have hearing loss or tinnitus. Over half of the population aged 55 or more will have hearing loss and this rises to 80% of people over the age of 70. With a growing population in Kent, particularly in older people, the need for Hi Kent's services increases year on year. Hearing loss can add to or worsen depression and dementia so its effects can have far reaching consequences. Looking after your hearing is therefore very important and will help to mitigate these risks.

Review of the Year

It was our third year of the Kent County Council Wellbeing Contract in which we are sub-contracted to Kent Association of the Blind. We help around 8,000 people from the Kent County Council area per year through this work by providing information, advice, assessment of needs and provision of equipment. Our community clinics which provide NHS hearing aid maintenance are getting back to pre-Covid pandemic levels, in 2023-2024 we saw nearly 24,000 people. Our Social Groups project has been given a lifeline by the National Lottery Community Fund awarding us a 5 year grant. The first half year funding is included in the accounts to 31st March 2024. This will enable us to reach new areas as well as providing stability for the existing groups. Our Lipreading courses and Tinnitus support groups continued to be offered free of charge helping people to cope with the issues they face and learn strategies to make their lives better.

Because of the difficulties people face accessing wax removal from their healthcare providers we trained up a member of staff to provide a low cost Ear Care Service and increase the range of services we can offer. Our British Sign Language courses, Deaf Awareness Training and sale of assistive equipment have all brought in funds to help us to provide the other services free of charge to those that need them.

REPORT OF THE TRUSTEES (Continued)

FOR THE YEAR ENDED 31 MARCH 2024

We could not have managed to get through the year with a manageable deficit without the many grant applications that we make throughout the year resulting in some of them being awarded and the generous donations we have received. Our Fundraising activities continue to bring in much needed funds with our quizzes, fundraising meals and Christmas sales being as popular as ever.

Financial Status

The steps taken in planning the budget for 2024 have helped to continue the financial health of the organization.

The actual revenue for 2024 was £563,052 (2023 was £580,008), a decrease of £16,956.

On the cost control side, expenditures were £580,052 (2023 was £621,580) which is a decrease of £41,528 in costs.

The net movement in funds was therefore a £17,000 deficit (2023 was a £41,572 deficit), which is as budgeted.

Reserves Policy

Total funds of the Charity at 31 March 2024 were £180,455 (2023: £197,455). Free reserves, calculated as being reserves after the removal of restricted funds, designated funds and tangible fixed assets, held at 31 March 2024 were £137,892 (2023: £166,862). It is held in a mixture of fixed term deposits, bonds and open access interest bearing accounts intended to maximise investment returns whilst not impairing liquidity. This position may fluctuate temporarily during the year as it smooths operational costs. It is our longer term aim to maintain reserves at the equivalent of between four to six months' operational costs, as a contingency to enable us to honour all contractual obligations.

Associations with Organisations

We continue to work closely with The Kent Association for the Blind under the Kent County Council Community Wellbeing Services contract. We collect detailed statistics which are reported quarterly. We also receive financial support from NHS Kent and Medway CCG which go towards providing hearing aid maintenance services throughout the county. We were very pleased to have been granted five year funding by the National Lottery Community Fund which gives stability to our Social Group project. We receive funding from many local organizations and businesses which are all gratefully received. We have also continued to provide British Sign Language courses under contract for Kent Adult Education. Our relationships with all these organisations underpin our work and are of enormous benefit to our clients. We have established working relationships with several private hearing aid providers supporting them to provide NHS services or services such as wax removal which is not readily available via the NHS. We are grateful for the ongoing support of Tinnitus UK who provide information, training and publicity of our support groups. Hi Kent continues to chair the Kent Charities Group which involves joint working with several other local charities in the County.

Corporate Risk Assessment

The Management Committee have conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Hi Kent operates budget control procedures and formal reports are provided to the Management Committee at its bi-monthly meetings. Progress of actual vs. budget funding/spending and cash flow analysis are kept under close review. Internal control risks are minimised by the stringent application of procedures for authorisation of all transactions and projects. Hi Kent operates its own quality system based on the principles of the ISO 9001:2015 standard.

REPORT OF THE TRUSTEES (Continued)

FOR THE YEAR ENDED 31 MARCH 2024

Procedures are in place to:

- a) ensure compliance with health and safety of staff, volunteers, clients and visitors to all Hi Kent premises and when undertaking work on behalf of Hi Kent at other locations;
- b) ensure that all necessary policies are in place and reviewed at appropriate intervals, including, inter alia, environmental issues, adult protection, data protection, etc;
- c) ensure security of tenure in respect of premises occupied under long-term leases;
- d) recruit, retain and develop staff
- e) ensure compliance with all relevant legislation.

These procedures are regularly reviewed to ensure that they continue to meet the needs of the charity, and all policies and procedures are examined rigorously as part of the annual quality procedure.

Methods Adopted for Recruitment and Appointment of new Trustees

Hi Kent appoints 'fit and proper persons' to serve as its Trustees and ensures its Board is balanced with a wide range of skills. As far as is possible Hi Kent aims to have diversity in its Trustees in terms of breadth of skills, age, gender, race and background, as well as personal experience or understanding of hearing loss and the needs of our client group.

Induction of Trustees

Potential new Trustees are provided with briefing material by the Chairman and the Chief Operating Officer then invited to attend one or more Trustees' Meetings as observers before a decision is taken to appoint them as Trustee. They also receive copies of recent accounts, annual reviews, Memorandum and Articles of Association.

Employee Remuneration

The remuneration of key employees is set by the Trustees.

Acknowledgements

We are indebted to our many volunteers who provide NHS hearing aid maintenance service in their local communities and those who help to run our network of Social Groups. The monetary value of the contribution these volunteers make is around £80,000 per year, we could not do the work without them. We again appreciate the support of staff in Local Authorities and NHS bodies which enables us to develop service provision for our mutual clients. We are also grateful for the help and support of Kent Association for the Blind over this third year of the contract and we look forward to continuing to build this relationship. We are very grateful to have again been invited to join Kent Association for the Blind on their Iris Bus visiting locations and informing people on services available and look forward to attending their Sight Matters exhibition in Maidstone October 2024. Hi Kent gratefully acknowledges the generous donations of those funding bodies which have awarded grants this year. The support of the many local organisations who help us provide our services and raise funds via fundraising events is very much appreciated. We also give grateful thanks to the numerous individuals who contribute regularly to our work on behalf of Kent's 530,000 plus people with a hearing loss.

REPORT OF THE TRUSTEES (Continued)

FOR THE YEAR ENDED 31 MARCH 2024

Future Plans

Our ongoing aim is to help more of Kent's 530,000 d/Deaf and hard of hearing people year on year.

The Community Wellbeing Contract has continued into year 4 which is the first of the additional two years. We will work hard to ensure that this continues into the final year and co-operate with Kent Association for the Blind in future contract negotiations.

We are very grateful for the National Lottery Community Fund grant for our Social Groups project. It means we can make plans for the next few years and build on the success we have started. The groups get people together to make new friends and receive the support to help them to live well with hearing loss. The National Lottery Community Fund has also provided a one year grant towards our Lipreading courses for 2024-2025 which again is gratefully received.

We are continuing to grow our Ear Care service after a very good start. The service was only being offered from our Canterbury centre but from September 2024 we are expanding this to our Maidstone centre too. We have received some wonderful feedback from people who have accessed the service and are very pleased that it is helping them to get their hearing issues resolved.

For the Year Ending 31 March 2025

The Community Wellbeing Contract will be in the first of the additional two years and we are hopeful will continue into the last year. We continue to offer a good quality service helping around 8,000 people and providing assessment of needs, where appropriate, resulting in advice or equipment free of charge to help them to live safely and independently.

We have a fully costed budget for 2024-2025 which provides for a small, manageable deficit. We hope that we can reduce the amount of this deficit to a break-even result, if possible. We are scaling up efforts to boost activities that bring in funds as well as continuing to make savings on general costs. We track progress of grant funding and fundraising with internal funding meetings monthly. Our trustees are going above and beyond to help using their areas of expertise and we have added trustees planning meetings as well as the usual bi-monthly trustees meetings so we can keep up the impetus. We are very fortunate to have recruited three new trustees (co-opted until AGM in November 2024) all with lived experience of hearing loss and they are a very welcome addition to the team.

Our British Sign Language courses continue to be offered in partnership with Kent Adult Education which enables us to offer assistance to people on benefits or low income. We have recruited some new BSL tutors across Kent for the 2024-2025 academic year so we have a bit more flexibility to set up courses in different locations.

Tinnitus Support Groups continue to be offered as face to face in various locations and online. These provide a place where people can meet others with the condition to share coping strategies and hear the latest advice.

Our Lipreading Courses are all online and fully subscribed for the next academic year 2024-2025 with a waiting list. We have been very fortunate in receiving a National Lottery Community Fund grant for this next year which will enable us to continue to offer this free of charge.

We are really concentrating on using social media platforms to get awareness of our services out to the people of Kent. We do not want people to be struggling when we are there to support them. We will continue to use the regular advertising platforms such as local newspapers and magazines, using free advertising so we save our precious funds for delivering services. We will continue to take every opportunity available to us to speak to groups about what we do to spread the word.

REPORT OF THE TRUSTEES (Continued)

FOR THE YEAR ENDED 31 MARCH 2024

As always we will be doing our best to generate income from our fundraising quizzes and other activities to help fund our services.

Fundraising Activities

We have continued with our programme of quizzes which generate a good level of income and give everyone a great time. We have our regular fundraising meal in a local restaurant which is another great way of raising funds. Christmas sales were down on the previous year but we are working on ways to make this better in the future. Income from donations and fundraising was £61,348 for 2024 (£67,205 for 2023) so down on 2023 levels. 2023 was inflated by £10,000 by a donation in kind which has not been repeated so in real terms donations and fundraising is up for 2024. The Kent Charities Group Christmas Raffle tickets had record sales at £3,447 for 2024 which is nearly £500 more than 2023. The Hi Kent lottery brought in nearly £1,200 (£900:2023) and we are actively advertising this to help grow it further. We continue to look for new and innovative ways of raising our own funds. We maintain our policy of not using any professional fundraisers or commercial participators. The charity is fully compliant with the GDPR regulations and does not make any direct approaches to vulnerable people or members of the public using intrusive or unreasonable methods. The charity has received no complaints about its fundraising activities. Hi Kent is registered with the Fundraising Regulator.

Hi Kent continues to rely heavily on its team of 85 volunteers, the majority of whom are deployed on running our hearing aid support clinics, after receiving necessary training. A few volunteers also help run our Social Groups and help out at occasional fundraising events. All are required to undergo a DBS check before acting on our behalf.

Trustees during the year

The trustees of the charity who served during the year were as follows:

Clive Reddihough
Caroline Highwood
Patrick Todd
Mary Shaw
Derek Smyth (deceased 3rd October 2023)
Alan West (deceased 25th May 2023)
James Ransom

Investment Powers

Day-to-day funds management decisions in the current account rested with the Chief Operating Officer, pursuant to policies approved by the trustees and members of the Management Committee. Long-term investment decisions are subject to Board review. There are no restrictions in the Memorandum and Articles of Association on the type of investments permitted.

Auditors

Charcroft Baker LLP were re-appointed as auditors at the 2023 Annual General Meeting. A resolution proposing that Henry Reeves & Co Limited, the successor company of Charcroft Baker LLP, be re-appointed as auditors of the charity will be put to the 2024 Annual General Meeting.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

REPORT OF THE TRUSTEES (Continued)

FOR THE YEAR ENDED 31 MARCH 2024

Statement of Trustees' Responsibilities - continued

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

Disclosure For Information To Auditor

Each of the persons who are trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustees is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- that Trustees have taken all the steps that they ought to have taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This report was approved by the Trustees, on 11-11-24 and signed on their behalf by:


C E Highwood
Treasurer

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF HI KENT

FOR THE YEAR ENDED 31 MARCH 2024

Opinion

We have audited the financial statements of Hi Kent (the “charitable company”) for the year ended 31 March 2024 which comprise of a Statement of Financial Activities, Balance Sheet, Statement of Cashflows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity’s affairs as at 31 March 2024 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor’s responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC’s Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustee’s use of the going concern basis of accounting in the preparation of the financial statements is appropriate. Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the entity’s ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue. Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor’s report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF HI KENT

FOR THE YEAR ENDED 31 MARCH 2024

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained during the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for the audit.

Responsibilities of the trustees

As explained more fully in the Trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purpose of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or have effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above to detect material misstatements in respect of irregularities, including fraud.

The extent to which the audit was considered capable of detecting irregularities, including fraud is detailed below:

We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures responsive to those risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF HI KENT

FOR THE YEAR ENDED 31 MARCH 2024

Identifying and assessing potential risks related to irregularities

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- the nature of the charity's activities and sector, control environment and performance including the design of the remuneration policies, key drivers for remuneration, bonus levels and performance targets;
- results of our enquiries of management about their own identification and assessment of the risks of irregularities;
- any matters we identified having enquired into the policies and procedures relating to:
- identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
- detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
- the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations;
- the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud was in relation to revenue recognition, cash collections and safeguarding of assets.

We are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory frameworks that the charity operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included FRS102 Section 1A, the UK Companies Act 2006, the Charities Act 2011, the Charities SORP (FRS 102) and local tax legislation.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the charity's ability to operate or to avoid a material penalty.

Audit response to risks identified

As a result of performing the above, we identified revenue recognition as a key audit matter related to the potential risk of irregularity including fraud. We assessed the Charity's policy for deferring revenue, including considering whether the policy is in accordance with Charity SORP. We substantively tested the source data and challenged assumptions used to recognise revenue ensuring consistent treatment. We are satisfied that the judgements applied within the financial statements are appropriate.

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF HI KENT

FOR THE YEAR ENDED 31 MARCH 2024

Our procedures to respond to risks identified included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- enquiring of management concerning actual and potential litigation and claims;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reviewing minutes of meetings of those charged with governance; and
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members and remained alert to any indications of fraud or noncompliance with laws and regulations throughout the audit.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors report.

Charcroft Baker LLP is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company's and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

Michael Baker BA FCA (Senior Statutory Auditor)
For and on behalf of Charcroft Baker LLP

MG Baker

5 West Court
Enterprise Road
Maidstone
Kent
ME15 6JD

Date: *11/11/24*

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
INCOMING RESOURCES					
Incoming resources from generated funds:					
<i>Voluntary income:</i>					
Membership subscriptions	2	90	-	90	120
Donations & fund raising	2,3	61,348	-	61,348	67,205
Legacies	2	-	-	-	-
<i>Investments:</i>					
Bank interest received	4	1,175	-	1,175	821
Bank investment bond movement	4	-	-	-	(1,477)
Incoming resources from charitable activities:					
Grants	2	26,050	142,928	168,978	173,671
Contract income	2	255,000	-	255,000	264,500
Sales & installation of aids	3	22,159	-	22,159	28,720
Deaf awareness & Sign					
Language courses	3	48,582	-	48,582	46,448
Ear Care Services	3	5,720	-	5,720	-
TOTAL INCOMING RESOURCES		420,124	142,928	563,052	580,008
RESOURCES EXPENDED					
Costs of generating funds:					
Costs of generating voluntary income		8,455	-	8,455	9,652
Charitable activities		437,955	127,598	565,553	606,145
Governance costs		6,044	-	6,044	5,783
TOTAL RESOURCES EXPENDED	5	452,454	127,598	580,052	621,580
NET MOVEMENT IN FUNDS		(32,330)	15,330	(17,000)	(41,572)
RECONCILIATION OF FUNDS					
Total funds brought forward		191,021	6,434	197,455	239,027
Total funds carried forward		158,691	21,764	180,455	197,455

The Statement of Financial Activities incorporates the Income and Expenditure Account. The results for the year derive from continuing activities and there are no gains and losses other than those shown above.

HI KENT
(A Company Limited by Guarantee)
BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2024

PAGE 12

	Notes	2024	2023
		£	£
FIXED ASSETS			
Tangible Assets	9	20,799	24,159
CURRENT ASSETS			
Stock		13,161	13,667
Debtors	10	33,896	28,358
Prepayments & accrued income	10	19,296	19,924
Cash at Bank & in Hand		<u>149,021</u>	<u>171,156</u>
		215,374	233,105
CREDITORS			
Creditors	11	(21,710)	(19,516)
Accruals and deferred income	11	<u>(34,008)</u>	<u>(40,293)</u>
NET CURRENT ASSETS		159,656	173,296
NET ASSETS		<u>180,455</u>	<u>197,455</u>
INCOME FUNDS			
Restricted funds	16	21,764	6,434
Unrestricted funds	16	<u>158,691</u>	<u>191,021</u>
		<u>180,455</u>	<u>197,455</u>

The Trustees have elected for the financial statements to be audited in accordance with section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

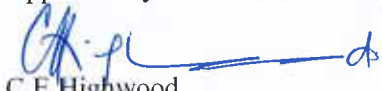
The trustees have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each 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 financial statements, so far as applicable to the company.

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

Approved by the trustees on 11.11.24 and signed on its behalf by:


 C E Highwood
 Treasurer

STATEMENT OF CASHFLOWS**FOR THE YEAR ENDED 31 MARCH 2024****Statement of Cash flows:**

	2024 £	2023 £
Cash flows from operating activities:	<u>(21,144)</u>	<u>(13,023)</u>
Net cash provided by (used in) operating activities:		
Dividends, interest and rents from investments	1,175	(656)
Proceeds from the sale of property, plant and equipment	-	-
Purchase of property, plant and equipment	(2,166)	(1,699)
Proceeds from sale of investments	-	-
Purchase of investments	-	-
Net cash provided by (used in) investing activities	<u>(991)</u>	<u>(2,355)</u>
Cash flows from financing activities:		
Repayments of borrowing	-	-
Cash inflows from new borrowing	-	-
Receipt of endowment	-	-
Net cash provided (used in) financing activities	<u>-</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period	(22,135)	(15,378)
Cash and cash equivalents at the beginning of the reporting period	171,156	186,533
Change in cash and cash equivalents due to exchange rate movements	-	-
Cash and cash equivalents at the end of the reporting period	<u>149,021</u>	<u>171,155</u>

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

	2024 £	2023 £
Net income / (expenditure) for the reporting period (as per SOFA)	(17,000)	(41,572)
Adjustment for:		
Depreciation charges	5,526	3,974
Dividends, interest and rents from investments	(1,175)	656
Loss / (Profit) on the sale of fixed assets	-	-
(Increase) / decrease in stocks	506	1,352
(Increase) / decrease in debtors	(4,910)	16,050
Increase / (decrease) in creditors	<u>(4,091)</u>	<u>6,517</u>
Net cash provided by (used in) operating activities	<u>(21,144)</u>	<u>(13,023)</u>

Analysis of changes in Net Debt

	at 01/04/23	Cash Flow	at 31/03/24
Net Cash			
Cash at bank and in hand	171,156	(22,135)	149,021
	<u>171,156</u>	<u>(22,135)</u>	<u>149,021</u>

ACCOUNTING POLICIES STATEMENT

FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

a) Statutory Information

Hi Kent is a private company, limited by guarantee, registered in England and Wales. The liability of each member in the event of a winding up is £1.

The company's registered number and registered office address can be found on the company information page.

b) Basis of Preparation

The financial statements of the charitable company have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102 section 1A), the Charities SORP (FRS 102) 'Accounting and Reporting By Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Companies Act 2006.

There were no material departures from those standards.

Hi Kent meet the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical costs or transaction value unless otherwise stated in the relevant accounting policy.

The company's functional and presentation currency is GBP.

c) Fund Accounting

Restricted funds are funds subject to specific purposes which may only be expended in accordance with the conditions imposed by the trustees.

Unrestricted funds are funds which are expended at the discretion of the trustees in furtherance of the objectives of the charitable company.

d) Going concern

At the time of approving the financial statements the trustees are confident that the charitable company has adequate resources and has taken appropriate measures to continue in operational existence for the foreseeable future. The trustees therefore deem it appropriate to prepare the financial statements on a going concern basis.

e) Recognition of Income

Income is recognised at fair value, derived from ordinary activities and net of sales taxes and any trade discounts. Income is included in the Statement of Financial Activities when the charitable company becomes entitled to the resource, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Income is recognised in respect of the following sources:

i) Grants

Income from government and other grants are recognised using the performance model.

ACCOUNTING POLICIES STATEMENT (Continued)

FOR THE YEAR ENDED 31 MARCH 2024

Grants are recognised when the charity has entitlement to the funds and when any performance conditions attached to the grants have been met. Grants received before the revenue recognition criteria are satisfied are recognised as a liability.

ii) Sales and courses

Income from the sale of equipment is recognised in the Statement of Financial Activities when the charity has transferred the significant risks and rewards of ownership to the customer. This is usually at the point the customer receives the goods.

Income from the installation of equipment and the delivery of courses represents amounts invoiced in respect of the rendering of services. This is recognised with reference to stage of completion and is recognised in the period in which the service is performed.

iii) Donations and fund raising

Income from donations and fund-raising activities is recognised when the funds are received, in line with the general income recognition criteria.

iv) Investment income

Income from investments is recognised when receivable.

v) Legacies

Income from legacies are recognised when the charity becomes entitled to the income. This is taken as the earlier of the date on which either: the charity is made aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the charity that a distribution will be made, or when a distribution is received from the estate.

vi) Contract income

Contract income is recognised when the charity becomes entitled to the income and any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably.

f) Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less accumulated depreciation and impairment. Depreciation is provided to write down the cost of each asset to its estimated residual value over its expected useful life. It is calculated at the following annual rates:

Computers	- 20% of net book value
Equipment	- 20% of net book value
Fixtures and fittings	- 20% of net book value
Motor vehicles	- 25% of net book value

ACCOUNTING POLICIES STATEMENT (Continued)

FOR THE YEAR ENDED 31 MARCH 2024

g) Stocks

Stocks are valued at the lower of cost and net realisable value. Cost is calculated on a first in first out basis and includes all costs incurred in bringing the stock to its present location and condition. Net realisable value is based on the estimated selling prices from which are deducted further costs to completion and disposal.

h) Operating Leases

Rentals payable under operating leases are charged against income on a straight-line basis over the term of the lease.

i) Pensions

The company operates a defined contribution pension scheme. Contributions payable for the year are charged to the Statement of Financial Activities. For more details see note 14.

j) Liabilities and Other Resources Expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to that category.

Support costs are allocated to the Charitable activities which they support. Where support costs cannot be directly attributed to particular headings they have been allocated on a proportionate basis in line with income. Governance costs are not allocated to Charitable activities as they represent costs in respect of governing the charity as a whole and do not directly relate to a specific activity.

k) Creditors

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

l) Financial instruments

Basic financial assets and liabilities include trade and other receivables, trade and other payables and cash and bank balances. These are initially recognised at transaction price unless the arrangement constitutes a financing transaction (loan over a period of time) where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Such assets and liabilities are subsequently carried at amortised cost using the effective interest method.

m) Cash at Bank & In Hand

Cash held in income funds are classified as Cash at Bank and in Hand due to being highly liquid accounts.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

2. INCOME FROM DONATIONS, LEGACIES AND CONTRACTS

	Unrestricted Funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Donations	38,441	-	38,441	42,895
Subscriptions	90	-	90	120
Legacies	-	-	-	-
Government grants - Covid support	-	-	-	-
Contract income	255,000	-	255,000	264,500
Grants	26,050	142,928	168,978	173,671
Total donations, legacies and contracts	319,581	142,928	462,509	481,186
Total 2023	333,515	147,671	481,186	

3. FUNDRAISING INCOME

	Unrestricted Funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Fundraising	22,907	-	22,907	24,310
Sales & installation of aids	22,159	-	22,159	28,720
Deaf awareness & Sign				
Language courses	48,582	-	48,582	46,448
Ear care services	5,720	-	5,720	-
Total Fundraising Income	99,368	-	99,368	99,478
Total 2023	99,478	-	99,478	

4. INVESTMENT INCOME

	Unrestricted Funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Bank Interest received	1,175	-	1,175	821
Bank investment bond movement	-	-	-	(1,477)
Total Investment Income	1,175	-	1,175	(656)
Total 2023	(656)	-	(656)	

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

5. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds 2024	Restricted funds 2024	Total funds 2024	Total funds 2023
Lip reading support/Social Groups/Tinnitus	2,281	46,836	49,117	34,298
Sign language/Ear care/DAT/Exhibitions	47,443	-	47,443	52,950
VVS clinics	14,726	74,647	89,373	94,403
Sale of equipment	381,960	6,115	388,075	434,146
Governance	6,044	-	6,044	5,783
Total	452,454	127,598	580,052	621,580
Total for 2023	471,894	149,686	621,580	

6. TOTAL RESOURCES EXPENDED

	Lip Reading etc. £	Sign Language etc. £	VVS Clinics £	Sale of Equipment £	Governance £	2024 Total £	2023 Total £
Direct Costs							
Supplies & Installation							
Of aids	-	-	-	18,304	-	18,304	24,381
Training costs	11,178	34,604	-	-	-	45,782	39,498
Staff costs	1,946	5,333	-	131,631	-	138,910	128,576
Office costs	-	-	10,202	8,455	-	18,657	18,991
Total Direct Costs	13,124	39,937	10,202	158,390	-	221,653	211,446
Total Direct Costs 2023	12,891	45,631	9,339	143,585	-	211,446	
Support Costs							
Staff cost	26,329	-	67,665	159,272	1,000	254,266	299,790
Office costs	3,524	2,737	4,196	27,835	-	38,293	34,127
Premises costs	4,973	3,863	5,921	30,010	-	44,767	44,432
Deprecation of fixed assets	-	-	-	5,526	-	5,526	3,974
Bank charges	234	181	278	1,410	-	2,103	1,691
Travel cost	933	725	1,111	5,632	-	8,401	11,421
Statutory audit cost	-	-	-	-	5,044	5,044	4,783
Fixed Asset Disposals	-	-	-	-	-	-	9,916
Total Support Costs	35,993	7,506	79,171	229,685	6,044	358,399	410,134
Total Support Costs 2023	21,407	7,319	85,064	290,561	5,783	410,134	

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2024

7. STAFF COSTS AND NUMBERS

Staff costs were as follows:

	2024	2023
	£	£
Salaries and wages	356,961	392,882
Social security costs	25,770	25,686
Pension costs	8,669	8,276
Healthcare and reduced insurance	1,776	1,522
Total	<u>393,176</u>	<u>428,366</u>

Staff costs include a provision of £9,669 (2023: £21,843) to reflect the impact of unused staff holiday entitlement at the year end. This is an accounting entry and will be released to the income and expenditure account as the holiday entitlement is utilised going forward.

No employee received emoluments of more than £50,000 (2023: none more than £50,000).

No trustee received any remuneration during the year (2023: nil).

No trustee was reimbursed during the year for expenses incurred on behalf of the company (2023: nil).

The charity operates a Group Pension Savings Plan for employees. Further information is provided in note 14.

The average number of employees during the year was as follows:

	2024	2023
	Number	Number
Chief Executive	1	1
Project support	13	14
Administration and management	4	6
Total	<u>18</u>	<u>21</u>

The charity significantly benefits from the work of 85 (2023: 146) full and part-time volunteers, who are in addition to the average numbers shown above.

8. TAXATION

No liability to United Kingdom corporation tax arose in the year, on the basis that the charity is exempt from tax on income and gains.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2024

9. TANGIBLE FIXED ASSETS

	Computer Equipment £	Other Equipment £	Fixtures & Fittings £	Motor Vehicles £	Total £
COST					
At 1 April 2023	24,600	13,809	20,419	37,006	95,834
Additions	2,166	-	-	-	2,166
Disposals	-	-	-	-	-
At 31 March 2024	26,766	13,809	20,419	37,006	98,000
DEPRECIATION					
At 1 April 2023	9,367	10,660	19,856	31,792	71,675
Charge for the year	3,480	630	113	1,303	5,526
Disposals	-	-	-	-	-
At 31 March 2024	12,847	11,290	19,969	33,095	77,201
NET BOOK VALUE					
At 31 March 2024	13,919	2,519	450	3,911	20,799
At 31 March 2023	15,233	3,149	563	5,214	24,159

10. DEBTORS

	2024 £	2023 £
Trade debtors	33,896	26,025
Other debtors	-	2,333
Prepayments and accrued income	19,296	19,924
	53,192	48,282

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2024

11. CREDITORS

	2024	2023
	£	£
Trade creditors	8,459	10,404
Other taxes and social security	12,573	8,839
Accruals and deferred income	34,008	40,293
Other creditors	678	273
	<u>55,718</u>	<u>59,809</u>

Deferred income

	2024	2023
	£	£
At 1 st April	9,616	6,808
Additions during the year	46,791	47,170
Released to income	(45,098)	(44,362)
At 31 st March	<u>11,309</u>	<u>9,616</u>

Deferred income of £11,309 relates to income from sign language courses occurring post year end.

12. FINANCIAL COMMITMENTS

At 31 March 2024, the company had annual commitments under operating leases as set out below:

	2024		2023	
	Land and Buildings	Other	Land and Buildings	Other
	£	£	£	£
Operating leases which expire:				
Within one year	31,500	-	31,500	-
Between two and five years	69,125	-	88,625	-
In over five years	21,000	-	33,000	-
	<u>121,625</u>	<u>-</u>	<u>153,125</u>	<u>-</u>

The company's total future financial commitments under operating leases are £121,625 (2023 - £153,125).

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2024

13. CAPITAL COMMITMENTS

The company had no capital commitments at the 31 March 2024.

14. PENSION COMMITMENTS

The company operates a Group Pension Savings Plan. The pension cost charge represents contributions payable by the company and amounted to £8,669 (2023: £8,276). There were contributions of £273 (2023: £273) payable at the end of the year.

15. RELATED PARTIES

There have been no related party transactions in the year ended 31 March 2024.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2024

16. STATEMENT OF FUNDS

Statement of funds – current year

	Balance 1.04.2023 £	Movement in Funds Incoming Resources Expenditure £ £		Balance 31.03.2024 £
Unrestricted funds				
Unrestricted funds	191,021	420,124	(452,454)	158,691
	191,021	420,124	(452,454)	158,691
Restricted funds				
Volunteer Visiting Scheme (East Kent)	1,480	36,551	(35,305)	2,726
Volunteer Visiting Scheme (North Kent – formerly West Kent)	-	8,670	(8,670)	-
Volunteer Visiting Scheme (West Kent – Formerly Mid Kent)	4,101	29,251	(30,672)	2,680
Lip Reading – Fundraising Income	-	27,191	(21,873)	5,318
Tinnitus Groups	-	5,507	(5,507)	-
Provincial Lodge – Van donation	853	-	(207)	646
Technology Support Grants	-	5,908	(5,908)	-
Social Groups Grants	-	17,377	(17,377)	-
Social Groups Grant – National Lottery Community Fund	-	12,473	(2,079)	10,394
	6,434	142,928	(127,598)	21,764
Total of funds	197,455	563,052	(580,052)	180,455

Restricted Funds Carried Forward

Volunteer Visiting Scheme East Kent and West Kent

The restricted funds have been designated to cover the costs of the Volunteer Visiting Scheme in the 3 areas of Kent helping people with maintenance of their NHS hearing aids.

Lipreading

The restricted funds have been designated to cover the costs of the Lipreading Courses in the following year.

Social Groups Grant – National Lottery Community Fund

The restricted funds have been designated to cover the costs of Hi Kent's 'Social Groups Project for People Living with Hearing Loss' for which National Lottery funding has been awarded.

Provincial Lodge – Van donation

These funds have been designated to cover the depreciation costs of the van purchased with the funding.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2024

Statement of funds – prior year

	Balance 1.04.2022 £	Movement in Funds		Balance 31.03.2023 £
		Incoming Resources £	Expenditure £	
Unrestricted funds				
Unrestricted funds	230,578	432,337	(471,894)	191,021
	<u>230,578</u>	<u>432,337</u>	<u>(471,894)</u>	<u>191,021</u>
Restricted funds				
Volunteer Visiting Scheme (East Kent)	1,480	35,676	(35,676)	1,480
Volunteer Visiting Scheme (North Kent – formerly West Kent)	-	8,575	(8,575)	-
Volunteer Visiting Scheme (West Kent – Formerly Mid Kent)	5,840	26,577	(28,316)	4,101
Lip Reading – Fundraising Income	-	18,835	(18,835)	-
Provincial Lodge – Van donation	1,129	-	(276)	853
KAB – COMF	-	8,333	(8,333)	-
Kent Community Foundation – Marketing Project	-	6,000	(6,000)	-
Technology Support Grants	-	26,140	(26,140)	-
Social Groups Grants	-	12,885	(12,885)	-
Equipment Grants	-	3,251	(3,251)	-
Involve Kent – Warm Space Grant	-	699	(699)	-
Tonbridge Lions Club – banners	-	700	(700)	-
	<u>8,449</u>	<u>147,671</u>	<u>(149,686)</u>	<u>6,434</u>
Total of funds	239,027	580,008	(621,580)	197,455

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2024

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Analysis of net assets between funds – current year

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	20,799	-	20,799
Current assets	193,610	21,764	215,374
Creditors due within one year	(55,718)	-	(55,718)
	158,691	21,764	180,455

Analysis of net assets between funds – prior year

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	24,159	-	24,159
Current assets	226,671	6,434	233,105
Creditors due within one year	(59,809)	-	(59,809)
	191,021	6,434	197,455

APPLICATION FOR GRANT AID 2026/2027

NB – Grant recipients will be asked to provide a display stand at the Annual Town Public Meeting [Monday 15th March 2027 at 7pm] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use BLOCK CAPITALS if completing by hand.

PART 1 – YOUR ORGANISATION	
ORGANISATION NAME	THE LEWIS PROJECT
NAME OF CONTACT	MICHELE GRACE
ADDRESS OF CONTACT	THE STAG THEATRE LONDON ROAD SEVENOAKS TN13 1ZZ
TELEPHONE NUMBER:	DAYTIME [REDACTED] EVENING [REDACTED]
EMAIL ADDRESS	[REDACTED]

ARE YOU A REGISTERED CHARITY? If so, please provide registration number	YES 1183049
--	----------------

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION	THE LEWIS PROJECT IS A VOLUNTEER-LED MUSIC CHARITY BASED IN THE HOUSE IN THE BASEMENT AT THE STAG THEATRE. IT PROMOTES MENTAL WELLBEING FOR YOUNG ADULTS 16 AND OVER THROUGH FREE OF CHARGE MUSIC, CREATION, COLLABORATION AND COMMUNITY SUPPORT, BUILDING CONFIDENCE IN THE VULNERABLE, TO ENABLE THEM TO PERFORM LIVE AT MULTIPLE PUBLIC EVENTS, INCLUDING, FETES AND SPECIALIST PUBLIC COMMUNITY EVENTS.
---	---

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS		
WE REPAIR AND REFURBISH MUSICAL INSTRUMENTS OFFERING THEM TO OUR MEMBERS.		
DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS		
WE OPERATE UNDER THE WINGS OF THE STAG THEATRE'S ENVIRONMENTAL POLICIES		
HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS		
WE OPERATE FROM A VENUE THAT HAS DISABLED ACCESS. WE ALSO PERFORM AT VENUE THAT PROVIDE DISABLED ACCESS. WE OPERATE OUR ORGANISATION ON AN INCLUSIVE BASIS. THE LEWIS PROJECT IS ALSO EMBEDDED WITHIN A WIDE NETWORK OF LOCAL SOCIAL SERVICE PROVIDERS AND CHARITIES, SUPPORTING BOTH NEURO AND PHYSICALLY DIVERSE YOUNG PEOPLE.		
PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	1
	B) VOLUNTEERS	8
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	30
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN?	(25) PLUS THE GENERAL PUBLIC OF SEVENOAKS.	

PART 2 – GRANT REQUEST	
AMOUNT OF GRANT APPLIED FOR	£2740
PLEASE DESCRIBE YOUR PROJECT	
THE LEWIS PROJECT WISHES TO USE THE FUNDS TO SECURE THE RENT PAID AT OUR HEAD OFFICE AND THE PRACTICE VENUE FOR OUR MEMBERS. THIS WILL ALLOW THE LEWIS PROJECT TO EXPAND ITS OFFERING TO A SECOND VENUE IN SEVENOAKS IN LINE WITH OUR OVERALL EXPANSION PLANS.	
PLEASE EXPLAIN WHAT YOU WILL BE USING THE GRANT FOR	
RENTAL DUE P.A. FOR THE HOUSE IN THE BASEMENT THE STAG THEATRE SEVENOAKS	
WHICH TAX YEAR WILL THE GRANT BE USED IN	26/27.

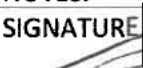
PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED	
DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)	YES/NO
IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?	YES/NO
PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:	
N/A.	

PART 4 – TO BE COMPLETED BY ALL APPLICANTS	
HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT? NO.	
IF YES, PLEASE GIVE DETAILS	
YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION	
THE LEWIS PROJECT IS ABOUT TO START A PROGRAM OF "OUTREACH" WITHIN THE COMMUNITY AT FETES, AND COMMUNITY GATHERINGS TO MAKE THE GENERAL PUBLIC OF SEVENOAKS AWARE OF ITS WORK - THIS OUTREACH WORK WOULD INCLUDE SHOWING AT MULTIPLE LOCAL EVENT THAT THE COUNCIL SUPPORT OUR WORK - IF WE ARE SUCCESSFUL WITH THIS APPLICATION.	
PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR	£7525.27
HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?	APPROX. 36 months.
HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS E.G. FUNDRAISING, DURING THE LAST YEAR?	£4333.96
PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE. THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE	
N/A.	

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST	
All relevant parts of form completed	✓
Form signed	✓
Audited accounts for last two financial years attached	✓ →
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES.

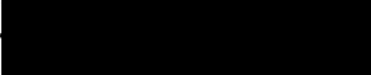
NB
SENT BY.
EMAIL

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

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.	
I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.	
SIGNATURE 	DATE 31 7 26
NAME AND POSITION IN ORGANISATION IN CAPITALS PLEASE	STUART TREWEEK ADVISOR & FUTURE TRUSTEE

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

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

Bank:	
Sort Code:	
Account No:	

Please return this form to Alison Futtit at council@sevenoakstown.gov.uk or at Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Friday 31st July 2026** for the September Finance & Delivery Committee
 - **Friday 8th January 2027** for the February Finance & Delivery Committee
- NB: Late applications will be reviewed at the following Grants meeting.

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



FINANCIAL ACCOUNTS
FOR THE FINANCIAL YEAR 2025-2026

INCOME	£
DONATIONS	555.00
FUNDRAISING EVENTS	4333.96
GRANTS	0.00
REFUNDS	78.00
TOTAL INCOME	£4,966.96

EXPENDITURE	£
PREMISES COSTS	2740.00
INSURANCE, MEMBERSHIP, SUBSCRIPTIONS	550.13
DIGITAL SERVICES AND MARKETING	790.50
STAFF AND PROFESSIONAL FEES	2062.50
HOSPITALITY	81.65
OFFICE AND ADMINISTRATION EXPENSES	426.01
MEETINGS AND EVENTS	180.20
PRODUCTION AND STUDIO COSTS	341.99
EVENT PROMOTION	259.63
MERCHANDISE	16.76
GIFTING	75.90
TOTAL EXPENDITURE	£7,525.27

FINANCIAL SUMMARY	£
DEFICIT FOR THE YEAR	£2,558.31
BALANCE AT YEAR END	£7,432.82



House in the Basement C/O The Stag Theatre
London Road | Sevenoaks TN13 1ZZ
07775677968 | thelewisproject@outlook.com

FINANCIAL ACCOUNTS

FOR THE FINANCIAL YEAR 2024-2025

INCOME		£
DONATIONS		£6,488.43
FUNDRAISING EVENTS		£30.00
GRANTS		£98.50
REFUNDS		£645.51
TOTAL INCOME		£7,262.44
EXPENDITURE		£
PREMISES COSTS		£116.00
INSURANCE, MEMBERSHIP, SUBSCRIPTIONS		£588.00
DIGITAL SERVICES AND MARKETING		£7.52
STAFF AND PROFESSIONAL FEES		£3,112.00
HOSPITALITY		£474.73
OFFICE AND ADMINISTRATION EXPENSES		£521.74
MEETINGS AND EVENTS		£503.12
PRODUCTION AND STUDIO COSTS		£1,164.06
EVENT PROMOTION		556.39
MERCHANDISE		£179.00
TOTAL EXPENDITURE		£7,222.56
FINANCIAL SUMMARY		£
SURPLUS FOR THE YEAR		£39.88
BALANCE AT YEAR END		£9,778.61

APPLICATION FOR GRANT AID 2026/2027

NB – Grant recipients will be asked to provide a display stand at the Annual Town Public Meeting **[Monday 15th March 2027 at 7pm]** to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use BLOCK CAPITALS if completing by hand.

PART 1 – YOUR ORGANISATION	
ORGANISATION NAME	SEVENOAKS PHAB
NAME OF CONTACT	ROSALYNDE WARD
ADDRESS OF CONTACT	[REDACTED]
TELEPHONE NUMBER:	DAYTIME [REDACTED] EVENING [REDACTED]
EMAIL ADDRESS	[REDACTED]

ARE YOU A REGISTERED CHARITY? If so, please provide registration number	Sevenoaks PHAB is affiliated to the parent organization which is a registered charity no 283931.
PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION	Sevenoaks PHAB inspires and supports disabled adults to have fun, make new friendships and enjoy a variety of activities together. The club provides weekly meetings for those adults with either a learning and/or physical disability. A variety of activities are on offer ranging from music, singing, drama, art and craft sessions, quizzes, fish and chip suppers, bingo, Boccia, and a ten-minute fun workout at the beginning of each session. Where possible PHAB empowers members to help run the sessions contributing to score keeping, bingo calling and helping to welcome new members.

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

Sevenoaks PHAB offers a safe environment for the members to be themselves and gives opportunities for them to contribute to their local community. They take part in artwork which decorates Mencap Hall this offering a more colourful venue. The members take an active part in the Annual Community Carol Service, and their contribution is positively received by the congregation. Dr Howard Leicester asks the PHAB members to aid his research to progress accessible information for all. Last week a communication event took place which was sponsored by the British Computer Society, for the NHS to consider a Widget leaflet to help those with disabilities when they visit the GP.

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

There are no specific policies related to biodiversity, but Sevenoaks PHAB do our best to recycle appropriately and always encourage members to cooperate with this process. We are careful when using precious resources ensuring we do not waste water or energy at our meetings.

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS

At Sevenoaks PHAB we offer regular Boccia sessions which, to the participants delight is now an Olympic sport. Every member can take part as the more disabled members have access to bowling ramps. We now had 10 minutes of a fun workout at the beginning of a session to encourage physical activity. It is suitable for wheelchair users as the exercise routine can be adapted to sitting. Members of PHAB participate in community fund raising events, the Annual Community Carol Service, Cyclops performance at St Luke's Church and attending the recent communication event where their opinions are listened too and acted upon when trying to improve accessibility information for those adults who do not understand the written word. (copy of Going to the Doctor and Dentist included, it is felt this will be useful information and give a degree of independence)

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	0
	B) VOLUNTEERS	6
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	30
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN?	30	

PART 2 – GRANT REQUEST	
AMOUNT OF GRANT APPLIED FOR	£500
PLEASE DESCRIBE YOUR PROJECT	
SEVENOAKS PHAB offers opportunities for those Sevenoaks Residents who have either a physical and /or learning disabilities	
PLEASE EXPLAIN WHAT YOU WILL BE USING THE GRANT FOR	
The grant would really help for the annual rent we have to pay for the use of Mencap Hall. With rising heating and lighting cost rising it is predicted that the rental costs will rise in 2026. In 2025 our rent was £675, we had 46 sessions so a successful grant would really help with our expenditure as it is a bit chunk of income.	
WHICH TAX YEAR WILL THE GRANT BE USED IN	2026 - 2027

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED	
DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)	YES
IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?	No we try and fund raise
PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:	
Sevenoaks District Council £500 Better Together Grant £500 Better Together Arts and Creativity Grant £400	

PART 4 – TO BE COMPLETED BY ALL APPLICANTS	
HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT? Yes	
IF YES, PLEASE GIVE DETAILS The Dorothy Parrot Trust who has given donations towards expenditure at Christmas and Easter providing presents and Easter eggs Broughton House Day nursery who gave us a grant to purchase PHAB tabards and a donation from 2 raffles	
YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION	
We would be so grateful if the Town Council could award a contribution towards the rent at Mencap Hall. It is a wonderful experience to see the positive outcome of the Sevenoaks PHAB group both for the members and the volunteers. Both groups enjoy being part of this weekly activity. Even the entertainers enjoy their time with the group, they all feel that they are performing to a happy responsive group. Now we are helping a sixth form student to gain his volunteering part for the Duke of Edinburgh gold award.	
PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR	£350
HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?	12 months
HOW MUCH HAS THE GROUP RAISED THROUGH	£1615

ITS OWN EFFORTS E.G. FUNDRAISING, DURING THE LAST YEAR?	
PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE. THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE	
2023 £400 2024 £400 2025 £400	

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST	
All relevant parts of form completed	Yes
Form signed	Yes
Audited accounts for last two financial years attached	Yes
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	Yes

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

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.	
I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.	
SIGNATURE 	DATE 30/7/2026
NAME AND POSITION IN ORGANISATION IN CAPITALS PLEASE	SEVENOAKS PHAB LEADER

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

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

Bank: 

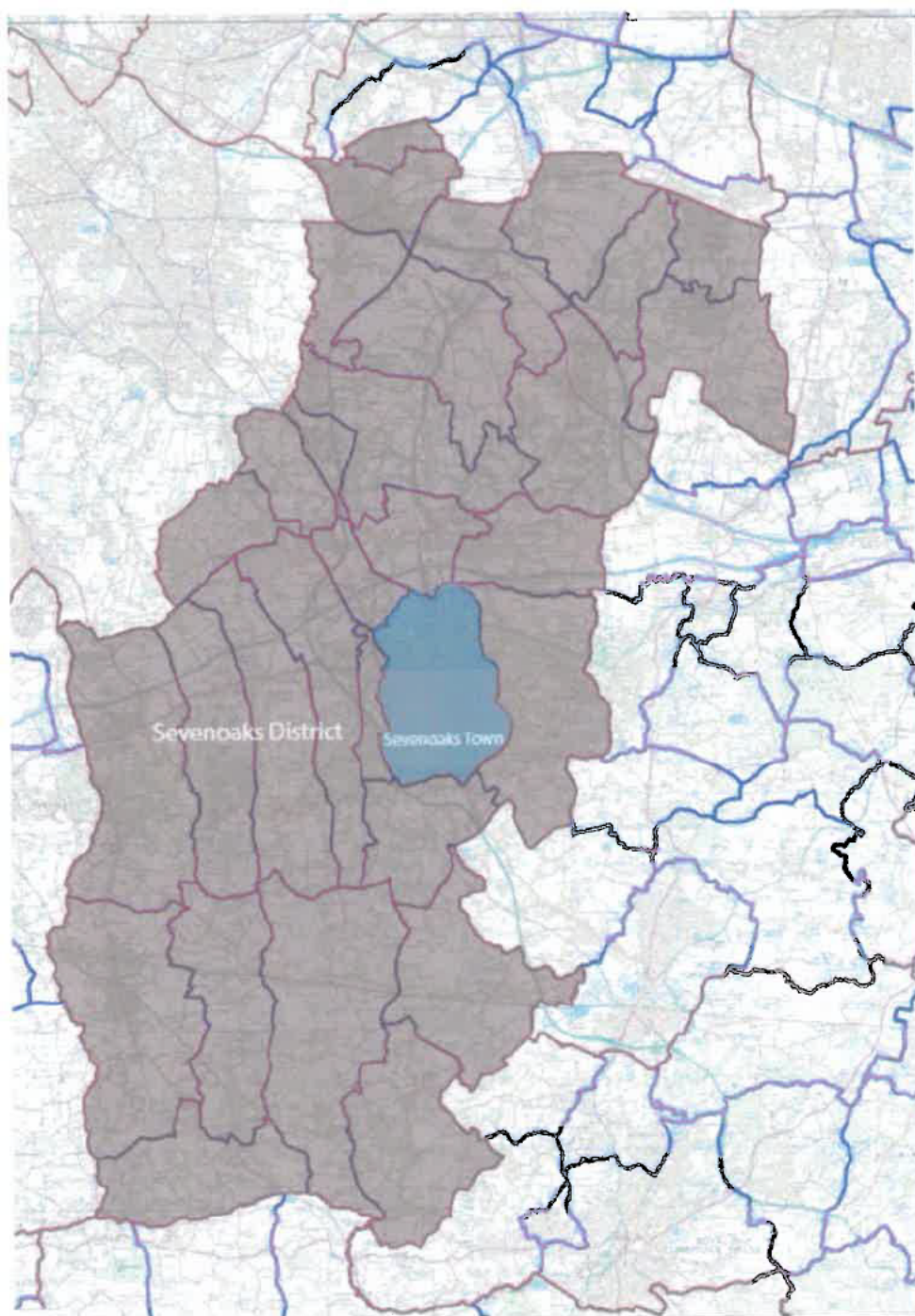
Sort Code: [REDACTED]

Account No [REDACTED]

Please return this form to Alison Futtit at council@sevenoakstown.gov.uk or at Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Friday 31st July 2026** for the September Finance & Delivery Committee
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Late applications will be reviewed at the following Grants meeting.

If you have any queries, please contact Alison Futtit on [01732 459953](tel:01732459953)



			<u>Raising</u>	<u>+ Subsidy</u>	<u>income</u>			<u>catering</u> <u>dispos</u> <u>ables</u>	<u>ment</u>	<u>expenditure</u>
Summer Term 2025										
	29/04/25	£42.00			£42.00	£36.00	£15.00	£40.39	£11.49	£102.88
	06/05/25	£40.00			£40.00		£15.00	£102.30		£127.30
	11/05/25		£315.00		£315.00		£15.00	£160.00	£100.00	£275.00
	13/05/25	£28.00			£28.00		£15.00			£25.00
	20/05/25	£36.00			£36.00		£15.00			£15.00
	26/05/25		£750.54		£750.54					£100.00
	27/05/25									
	03/06/25	£46.00			£46.00		£15.00		£150.00	£165.00
	10/06/25	£20.00			£20.00		£15.00			£15.00
	17/06/25	£43.00			£43.00		£15.00			£15.00
	24/06/25	£48.00			£48.00		£15.00		£100.00	£115.00
	01/07/25	£32.00		£80.00	£112.00		£15.00			£15.00
	08/07/25	£34.00			£34.00		£15.00			£15.00
	15/07/25	£35.00		£50.00	£85.00		£15.00		£102.00	£117.00
	22/07/25	£37.00			£37.00		£15.00	£30.00	£150.00	£355.00
Summer term total		£441.00	£1,065.54	£130.00	£1,636.54	£36.00	£195.00	£332.69	£613.49	£1,457.18

<u>Date</u>	<u>Subs in</u>	<u>Fund Raising</u>	<u>Donations + Subsidy</u>	<u>Total income</u>	<u>Printing</u>	<u>Rent</u>	<u>Insurance</u>	<u>Food & catering disposables</u>	<u>Entertainment</u>	<u>Sundries</u>	<u>Total expenditure</u>
Spring Term 2025											
07/01/25	£34.00			£34.00		£15.00	£323.50			£73.05	£411.55
14/01/25	£40.00		£150.00	£190.00	£14.40	£15.00	£173.50			£20.00	£222.90
21/01/25	£36.00			£36.00		£15.00				£40.00	£55.00
28/01/25	£43.00			£43.00	£10.80	£15.00		£33.49	£10.99	£25.93	£96.21
04/02/25	£42.50			£42.50		£15.00		£3.40			£18.40
11/02/25	£36.00			£36.00		£15.00			£80.00		£95.00
18/02/25	£36.00			£36.00		£15.00				£41.00	£56.00
25/02/25	£38.00			£38.00		£15.00		£4.77			£19.77
04/03/25	£44.00			£44.00	£2.40	£15.00		£39.66			£57.06
11/03/25	£41.00			£41.00		£15.00			£100.00	£24.00	£139.00
18/03/25	£36.00			£36.00	£21.80	£15.00			£60.00		£96.80
25/03/25	£34.00		£70.00	£104.00		£15.00		£28.83			£43.83
01/04/25	£37.00			£37.00		£15.00		£51.25			£66.25
08/04/25	£33.85		£500.00	£533.85		£15.00				£40.00	£55.00
15/04/25	£36.00			£36.00		£15.00			£150.00	£37.97	£202.97
Spring term total	£567.35		£720.00	£1,287.35	£49.40	£225.00	£497.00	£161.40	£400.99	£301.95	£1,635.74

<u>Date</u>	<u>Subs In</u>	<u>Fund Raising</u>	<u>Donations</u>	<u>Total income</u>	<u>Printing</u>	<u>Rent</u>	<u>Food</u>	<u>Entertai nment</u>	<u>Sundries</u>	<u>Total expenditure</u>
Autumn Term 2024										
06/08/24	39.00			39.00		15.00	11.87			26.87
13/08/24	41.00			41.00		15.00			40.00	55.00
20/08/24	41.80			41.80		15.00		60.00		75.00
27/08/24	34.00			34.00		15.00			11.09	26.09
03/09/24	37.10			37.10		15.00				15.00
10/09/24	25.00			25.00		15.00			10.00	25.00
17/09/24	38.00			38.00		15.00	107.05			122.05
24/09/24	30.00			30.00		15.00			40.00	15.00
01/10/24	30.00			30.00		15.00		60.00		55.00
08/10/24	41.00		350.00	391.00		15.00				75.00
15/10/24	30.00			30.00		15.00	4.48	100.00	23.04	142.52
22/10/24	40.00			40.00		15.00	4.50		4.50	24.00
29/10/24	34.00		500.00	534.00		15.00	64.10	60.00		139.10
05/11/24							24.00		29.13	53.13
12/11/24	48.00			48.00		15.00	16.50	100.00	162.25	293.75
19/11/24	30.00			30.00		15.00	2.00		19.35	36.35
26/11/24	38.00			38.00		15.00	18.57	150.00	15.58	199.15
03/12/24	38.00			38.00		15.00		150.00	40.00	205.00
10/12/24	46.40			46.40		15.00	3.75		25.00	43.75
17/12/24	40.00			40.00		15.00				15.00
Autumn term total				850.00	1,551.30	285.00	256.82	680.00	419.94	1,641.76

	<u>Total</u>	<u>Balance</u>
TOTALS FOR 2024		
Spring Term	889.80	-208.01
Summer Term	3,389.80	1,635.23
Autumn Term	1,551.30	-90.46
	5,830.90	1,336.76

<u>Date</u>	<u>Subs In</u>	<u>Fund Raising</u>	<u>Donations</u>	<u>Total income</u>	<u>Printing</u>	<u>Rent</u>	<u>Food</u>	<u>Entertainment</u>	<u>Sundries</u>	<u>Total expenditure</u>
Spring Term 2024										
09/01/24	24.00			24.00		15.00	66.42		10.00	91.42
16/01/24	28.00			28.00		15.00	2.00			17.00
23/01/24	24.00			24.00	60.58	15.00	5.80			81.38
30/01/24	34.00			34.00	49.20	15.00	48.75	60.00	2.00	174.95
06/02/24	36.00			36.00		15.00				15.00
13/02/24	36.00			36.00	8.40	15.00	86.16			109.56
20/02/24	42.00		500.00	542.00		15.00		100.00	51.00	166.00
27/02/24	36.00			36.00		15.00				15.00
05/03/24	34.00			34.00		15.00				15.00
12/03/24	28.00			28.00		15.00			117.50	132.50
19/03/24	32.00			32.00		15.00		60.00	10.00	85.00
26/03/24	35.80			35.80		15.00		150.00	30.00	195.00
Spring term total	389.80		500.00	889.80	118.18	180.00	209.13	370.00	220.50	1,097.81

Summer Term 2024

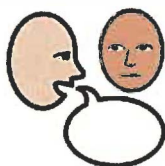
09/04/24	32.00			32.00		15.00		10.00		25.00
16/04/24	23.00		500.00	523.00		15.00			20.00	35.00
		675.00		675.00						
23/04/24	28.00			28.00		15.00		60.00		75.00
30/04/24	44.00			44.00		15.00	117.67			132.67
07/05/24	32.10			32.10		15.00			5.24	20.24
14/05/24	34.00			34.00		15.00		150.00		165.00
21/05/24	42.00			42.00	12.00	15.00			41.00	68.00
27/05/24		1,587.50	116.00	1,703.50	12.61				421.62	434.23
28/05/24	H A L F T E R M									
04/06/24	38.00			38.00		15.00		150.30		165.30
11/06/24	43.00			43.00		15.00		100.00		115.00
18/06/24	45.00			45.00		15.00			143.68	158.68
25/06/24	34.00			34.00		15.00			75.45	90.45
02/07/24	30.20			30.20		15.00				15.00
09/07/24	30.00			30.00		15.00			30.00	45.00
16/07/24	56.00			56.00		15.00	15.00			



GOING TO THE DOCTOR



This leaflet is to help



you tell the doctor your



worry about yourself



Headache



sore throat



lump



earache



tummy ache



rash



spots



itchy



skin



wound



pee



poo



problems

or



pain



leg



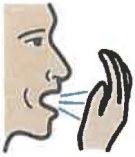
arm



finger



toe



cough



feel



hot



nose hurts



not



sleeping



or eating



frightened



or anxious



can you mark on the



drawing



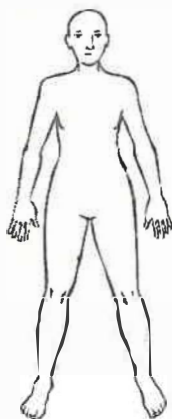
where



your



problem is



Front



Back

APPLICATION FOR GRANT AID 2026/2027

NB – Grant recipients will be asked to provide a display stand at the Annual Town Public Meeting [Monday 15th March 2027 at 7pm] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use BLOCK CAPITALS if completing by hand.

PART 1 – YOUR ORGANISATION	
ORGANISATION NAME	Sevenoaks Counselling
NAME OF CONTACT	Sue Ward
ADDRESS OF CONTACT	
TELEPHONE NUMBER:	
EMAIL ADDRESS	

ARE YOU A REGISTERED CHARITY? If so, please provide registration number	Yes 288191
PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION	Sevenoaks Counselling is a small charity providing confidential, affordable counselling and family therapy in Sevenoaks. Our qualified therapists support individuals, couples, families, and young people, and our services are open to all, regardless of age, gender, ethnicity, or faith. Our clients present with a wide variety of problems, ranging from relationship issues, depression, anxiety, childhood trauma, to name a few. We offer flexible contributions, so no one is turned away due to cost, and our counselling is not time limited. Feedback from clients consistently shows high satisfaction and positive outcomes.

We also offer professional supervision to counsellors and other therapists, placements for trainee student counsellors and we also offer one-off individual consultations for parents struggling in some way.		
DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS		
In addition to our answer below, we are moving to digitalising all our paperwork. This means all records, forms, feedback will be completed online. We started to do this last year, but this year we will be purchasing a specific computer programme to adapt to an almost paperless organisation. Our staff are reminded to turn off any utilities not in use.		
DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS		
We rent our premises, so our contribution to this is limited. We actively recycle everything we can, and we have a small patch of rockery outside our premises which we maintain for the wildlife.		
HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS		
Part of counselling is to recognise when a client is socially isolated, and to encourage them (all our clients really) to engage in their community; either by actively joining a fun run day or similar, or to join in as a volunteer to a support group if appropriate.		
PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	2 staff + 12 self employed counsellors
	B) VOLUNTEERS	11
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	6
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN?	Currently 32, but very fluid number as counselling starts and finishes all the time.	

PART 2 – GRANT REQUEST	
AMOUNT OF GRANT APPLIED FOR	£2000
PLEASE DESCRIBE YOUR PROJECT	
For the last 42 years, Sevenoaks Counselling has offered professional counselling by experienced, qualified and supervised therapists to the local community. We offer both face-to-face and online services so that those who are less mobile or have care-taking responsibilities can access support. Our team offer expertise in many different areas, and we have counsellors who also work in local schools and can offer play-based therapy and therapy for teenagers. We also have a counsellor who specializes in therapy for couples. Our team is supported and managed by the Head of Counselling who is experienced and qualified counsellors who also work in the service. This allows us to fully support a client as an individual who may come to us on different occasions as a part of a family, as a young person, on their own or as part of a couple. We continue to request feedback from all individuals who complete counselling with our service, inviting them to complete a satisfaction questionnaire. The most recent responses indicate that the majority of clients were “very satisfied” with the support provided. Representative comments include: “I am very grateful to Sevenoaks Counselling; it is an excellent and highly accessible service.” Analysis of the questionnaire data demonstrates that clients experience a wide range of positive outcomes. These include improvements in mental health and wellbeing, increased resilience, enhanced self-awareness, and greater confidence in managing challenging situations independently. Clients also report developing effective coping strategies, being able to remain in or return to employment, and receiving feedback from those around them who have observed the beneficial impact of counselling. We believe that these results show that the service is effective and contributes to a positive impact on our local community. Also, this year, we want to purchase an appropriate, dedicated computer programme which will put all our records, policies, payments and all our accounts easily seen and accessible to everyone with a passkey.	
PLEASE EXPLAIN WHAT YOU WILL BE USING THE GRANT FOR	
Our consultation with clients and other service providers made clear how vitally important it is that the service is affordable. Clients are only asked to contribute what they can afford, and our contribution may change during our client’s attendance if they suddenly face difficulties or recover from difficulties. The grant will be used to subsidise	

clients who are unable to afford the recommended contribution. This means that no-one is turned away on the grounds of being unable to contribute or counselling is not ended suddenly if a client's financial situation changes unexpectedly.

Not only is our service affordable but it is not time limited, this is an offer that we take great pride in as often clients report that time limited counselling does not always give them the space to feel safe enough to talk openly. This is especially the case for clients who have experienced trauma as a child. The grant will be used to subsidise clients who could otherwise not access longer term therapy so that they are able to make long lasting changes.

For several of our clients who have a very low income their contribution is under £10, some as low as £2 or even £1, and there are many others who contribute significantly less than the recommended contribution. We currently ask for a contribution per session of £60 for 1:1 session and £65 for sessions with couples and families. The difference helps pay our costs which the trustees monitor to keep as low as possible. Any clients contributing less will need to be subsidised by others paying more, from our reserves, and from grants and donations.

We have not increased our prices this year, as some of our clients are already struggling financially.

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 counselling and what clients can afford and thus contribute. A grant of £2,000 for example would enable us to offer more sessions, as it would cover the shortfall for about 45 counselling sessions for residents of Sevenoaks Town and the greater District who can only afford to contribute £15 per session, or around 40 sessions for residents who can only afford £1 per session.

Our monthly average of sessions given is 238 and the average client contribution per session is £38.41.

WHICH TAX YEAR WILL THE GRANT BE USED IN	2006/7
--	--------

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)	YES
IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?	YES
PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:	
Edenbridge, Shoreham, Halstead, Otford	
There were no grants given by them.	

--

PART 4 – TO BE COMPLETED BY ALL APPLICANTS	
HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT?	
Yes	
IF YES, PLEASE GIVE DETAILS	
Lottery – no grant for us this year The Grocers Charity – no reply yet Waitrose Community Matters - £500 Dorothy Kerin Trust - £2,000 to upgrade a room & make suitable for young people with sandpit for the youngest and appropriate gadgets for the older young people.	
YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION	
Our consultation with clients has made it clear how vitally important it is that the service is affordable. Clients are only asked to contribute what they can afford, and the contributions may change during our client's attendance if they suddenly face difficulties. Not only is it affordable, but it is also not time limited (e.g. some charities give a 6 week course only). Some of our contributions are as low as under £10 which of course makes for a gap in our finances. Without the offer of a grant, we would not be able to afford to update our computer system, which I believe will make the running of Sevenoaks Counselling so much improved – for both the clients and counsellors. We are grateful to The Dorothy Kerin Trust, who gave us £2000 to upgrade a room for children's work with new facilities to enable youngsters to have safe, comfortable and encouraging surroundings for counselling with appropriate toys and gadgets that counsellors use. Your continued support would help us continue making a real difference in the lives of those who need it most.	
PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR	£21,986.74
HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?	Reserve is £65,000 6 months
HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS E.G. FUNDRAISING, DURING THE LAST YEAR?	Grants £20,112 (includes Head of Counselling salary donated) Gifts £11,464 Churches £9,558 Gift Aid £1,725

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

2016: £2000
 2017: £1,200
 2018: n/a
 2019: n/a
 2020: £1,500 and £2,000 (special grant for COVID volunteer support; this was not used, and we returned the funds to STC the same year)
 2021: £1,500
 2022: £1,500
 2023: £2,000
 2024: £2000
 2025: £2000
 2026-£1500

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of form completed	x
Form signed	x
Audited accounts for last two financial years attached	x
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	yes

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

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

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

SIGNATURE Sue Ward	DATE 6.8.26
NAME AND POSITION IN ORGANISATION IN CAPITALS PLEASE	Trustee

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

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

Bank:	██████
Sort Code:	██████
Account No:	██████

Please return this form to Alison Futtit at council@sevenoakstown.gov.uk or at Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Friday 31st July 2026** for the September Finance & Delivery Committee
 - **Friday 8th January 2027** for the February Finance & Delivery Committee
- NB: Late applications will be reviewed at the following Grants meeting.

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

Company registration number: 01764440

Charity registration number: 288191

Sevenoaks Christian Counselling Service

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 January 2025

Field Sullivan Limited
9 Hare & Billet Road
Blackheath
SE3 0RB

Sevenoaks Christian Counselling Service

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Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 17

Sevenoaks Christian Counselling Service

Reference and Administrative Details

Trustees	Reverend Anne Bourne
	Dr Esther Cheesman
	Hilary Clarkson
	Chris Stiven
	Lucinda Wright
	Dr Mary Wright
Secretary	Lucinda Wright
Charity Registration Number	288191
Company Registration Number	01764440
Registered Office	Little Court Road Sevenoaks Kent TN13 2JG
Independent Examiner	Field Sullivan Limited 9 Hare & Billet Road Blackheath SE3 ORB
Solicitors:	Wellers Tension House Tweedy Road Bromley Kent BR1 3NF
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

Sevenoaks Christian Counselling Service

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 January 2025.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Objectives and activities

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

The trustees 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.

Achievements and performance

The activities of Sevenoaks Counselling during 2024-25 continued the trend seen following the pandemic. We continue to offer a hybrid service of face-to-face and remote (video or telephone) sessions which meets the needs of client groups who had difficulty accessing our service in the past. We were, however, once again unable to offer any training courses. The number of sessions we were able to schedule during the year was some 17% lower than in the previous year, despite having continued opening the service five days a week instead of four. The resulting decrease in counsellors' fees contributed to a 9% decrease in overall costs.

These factors combined to result in a modest surplus for the year (see below). We only ask clients to contribute what they can afford, and client contributions rarely if ever cover the costs of running the service. Last year, cost of living increases led to higher costs per session, but increased average client contributions per session more than offset these. This was due partly to a review of our recommended contributions and partly to the more pro-active pursual of overdue contributions.

As a result, total financial contributions from clients covered nearly 76% of the cost of running the service, compared with less than 70% the previous year. We rely on donations and grants to make up the shortfall. In addition to continuing local authority grants we were successful in obtaining a grant of £9,937 from the National Lottery to cover the cost of employing a Deputy Head of Counselling. As a result the accounts show a surplus of some £8k compared with a deficit of some £14k the previous year.

While this is an encouraging result, the trustees are not complacent. The continued receipt of grants at last year's level cannot be guaranteed. Nevertheless, with reserves standing at some £54k, representing around five months' worth of total expenditure, we are confident of being able to meet our obligations over the next twelve months at least.

We are grateful to churches and individuals for their continuing support, financial and prayerful. In particular we are heavily dependent on the generosity of Christ Church URC, who allow us to use their premises rent free for administration and counselling purposes.

We are confident that we continue to provide a service for the public benefit, and the continued support of both Sevenoaks Town Council and Sevenoaks District Council, in the form of annual grants, indicates that the local authorities also perceive this to be the case.

Sevenoaks Christian Counselling Service

Trustees' Report

We employ a Head of Counselling working 10 hours a week. In 2023-24 we employed a Deputy Head of Counselling working 6 hours a week, and last year we also employed a Finance Officer working 4 hours a week. For the efficient running of the service, we rely on a team of dedicated volunteers working in the office, taking phone calls and dealing with messages and emails. We continue to review our administrative procedures with the aim of moving towards fully online systems.

Structure, governance and management

The charity is a company limited by guarantee.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Reverend Anne Bourne
	Dr Esther Cheesman
	Hilary Clarkson
	Gill Clayton (retired 21 November 2024)
	Chris Stiven
	Lucinda Wright
	Dr Mary Wright

Secretary:	Lucinda Wright
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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.

Sevenoaks Christian Counselling Service

Trustees' Report

Statement of trustees' responsibilities

The trustees (who are also the directors of Sevenoaks Christian Counselling Service for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

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

The annual report was approved by the trustees of the charity on and signed on its behalf by:

.....
Chris Stiven
Trustee

Sevenoaks Christian Counselling Service

Independent Examiner's Report to the trustees of Sevenoaks Christian Counselling Service ('the Company')

I report to the charity trustees (who are also Directors for the purpose of company law) on my examination of the accounts of the Sevenoaks Christian Counselling Service ('the charitable company') for the year ended 31 January 2025 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity's trustees of Sevenoaks Christian Counselling Service you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of Sevenoaks Christian Counselling Service are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Sevenoaks Christian Counselling Service as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Sevenoaks Christian Counselling Service

**Independent Examiner's Report to the trustees of Sevenoaks Christian Counselling Service
('the Company')**

.....
Tim Sullivan FCA
ICAEW
Field Sullivan Limited

9 Hare & Billet Road
Blackheath
SE3 0RB

Date:.....

Sevenoaks Christian Counselling Service

Statement of Financial Activities for the Year Ended 31 January 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 2025 £	Unrestricted £	Total 2024 £
Income and Endowments from:						
Donations and legacies	3	23,549	9,937	33,486	25,739	25,739
Charitable activities	4	95,551	-	95,551	92,762	92,762
Investment income	5	1,239	-	1,239	971	971
Total income		<u>120,339</u>	<u>9,937</u>	<u>130,276</u>	<u>119,472</u>	<u>119,472</u>
Expenditure on:						
Charitable activities	6	<u>(114,450)</u>	<u>(7,726)</u>	<u>(122,176)</u>	<u>(133,573)</u>	<u>(133,573)</u>
Total expenditure		<u>(114,450)</u>	<u>(7,726)</u>	<u>(122,176)</u>	<u>(133,573)</u>	<u>(133,573)</u>
Net movement in funds		5,889	2,211	8,100	(14,101)	(14,101)
Reconciliation of funds						
Total funds brought forward		<u>46,539</u>	<u>-</u>	<u>46,539</u>	<u>60,640</u>	<u>60,640</u>
Total funds carried forward	18	<u><u>52,428</u></u>	<u><u>2,211</u></u>	<u><u>54,639</u></u>	<u><u>46,539</u></u>	<u><u>46,539</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2024 is shown in note 18.

The notes on pages 9 to 17 form an integral part of these financial statements.

Sevenoaks Christian Counselling Service

(Registration number: 01764440)
Balance Sheet as at 31 January 2025

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	14	2,114	-
Current assets			
Debtors	15	3,439	1,858
Cash at bank and in hand	16	<u>58,015</u>	<u>55,613</u>
		61,454	57,471
Creditors: Amounts falling due within one year	17	<u>(8,929)</u>	<u>(10,932)</u>
Net current assets		<u>52,525</u>	<u>46,539</u>
Net assets		<u><u>54,639</u></u>	<u><u>46,539</u></u>
Funds of the charity:			
Restricted income funds			
Restricted funds		2,211	-
Unrestricted income funds			
Unrestricted funds		<u>52,428</u>	<u>46,539</u>
Total funds	18	<u><u>54,639</u></u>	<u><u>46,539</u></u>

For the financial year ending 31 January 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 7 to 17 were approved by the trustees, and authorised for issue on and signed on their behalf by:

.....
Chris Stiven
Trustee

The notes on pages 9 to 17 form an integral part of these financial statements.

Sevenoaks Christian Counselling Service

Notes to the Financial Statements for the Year Ended 31 January 2025

1 Charity status

The charity is limited by guarantee, incorporated in , and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Little Court Road

Sevenoaks

Kent

TN13 2JG

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102) - Second edition October 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Sevenoaks Christian Counselling Service meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the periods in which the estimate is revised where revisions affects only that period, or in the period of the revision and future periods where the revisions affects both current and future periods.

Sevenoaks Christian Counselling Service

Notes to the Financial Statements for the Year Ended 31 January 2025

Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grant provisions

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Sevenoaks Christian Counselling Service

Notes to the Financial Statements for the Year Ended 31 January 2025

Tangible fixed assets

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Sevenoaks Christian Counselling Service

Notes to the Financial Statements for the Year Ended 31 January 2025

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Donations and gifts	21,549	-	21,549	22,239
Grants, including capital grants;				
Grants receivable	2,000	-	2,000	3,500
National Lottery Fund - DHofC	-	9,937	9,937	-
	<u>23,549</u>	<u>9,937</u>	<u>33,486</u>	<u>25,739</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Client contributions	<u>95,551</u>	<u>95,551</u>	<u>92,762</u>

5 Investment income

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Interest receivable	<u>1,239</u>	<u>1,239</u>	<u>971</u>

Sevenoaks Christian Counselling Service

Notes to the Financial Statements for the Year Ended 31 January 2025

6 Expenditure on charitable activities

	Note	Total 2025 £	Total 2024 £
Premises costs		4,625	4,071
Training, supervision and expenses		11,954	14,267
Counsellors fees		70,585	83,401
Depreciation of office equipment		528	-
Grant funding of activities		2,000	2,000
Support costs	7	<u>32,484</u>	<u>29,834</u>
		<u>122,176</u>	<u>133,573</u>

In addition to the expenditure analysed above, there are also support costs of £32,484 (2024 - £29,834) which relate directly to charitable activities. See note 7 for further details.

7 Analysis of support costs

Support costs

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Staff costs	26,659	26,659	23,043
Office & administration	2,734	2,734	3,545
Independent examiner	1,242	1,242	1,250
Legal and professional	<u>1,849</u>	<u>1,849</u>	<u>1,996</u>
	<u>32,484</u>	<u>32,484</u>	<u>29,834</u>

8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses from the charity during the year.

Donations made by the trustees without any conditions attached totalled £1,642 for the year (2024 - £Nil).

Sevenoaks Christian Counselling Service

Notes to the Financial Statements for the Year Ended 31 January 2025

9 Grant-making

Analysis of grants

	Grants to institutions	
	2025	2024
	£	£
Analysis		
Christ Church	2,000	2,000

10 Related party transactions

Transactions with trustees are disclosed on note 8.

Remuneration of key management personnel

The remuneration of key management personnel is £14,568 (2024: £18,612).

11 Staff costs

The aggregate payroll costs were as follows:

	2025	2024
	£	£
Staff costs during the year were:		
Wages and salaries	25,485	21,946
Pension costs	1,174	1,097
	26,659	23,043

No employee received emoluments of more than £60,000 during the year.

12 Pension and other schemes

Retirement benefit scheme

The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £1,174 (2024 - £1,097).

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Sevenoaks Christian Counselling Service

Notes to the Financial Statements for the Year Ended 31 January 2025

14 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
Additions	2,642	2,642
At 31 January 2025	2,642	2,642
Depreciation		
Charge for the year	528	528
At 31 January 2025	528	528
Net book value		
At 31 January 2025	2,114	2,114

15 Debtors

	2025 £	2024 £
Trade debtors	1,244	-
Prepayments	471	447
Other debtors	1,724	1,411
	3,439	1,858

16 Cash and cash equivalents

	2025 £	2024 £
Cash at bank	58,015	55,613

Sevenoaks Christian Counselling Service

Notes to the Financial Statements for the Year Ended 31 January 2025

17 Creditors: amounts falling due within one year

	2025 £	2024 £
Other creditors	7,687	6,255
Accruals	1,242	4,677
	<u>8,929</u>	<u>10,932</u>

18 Funds

	Balance at 1 February 2024 £	Incoming resources £	Resources expended £	Balance at 31 January 2025 £
Unrestricted funds				
<i>General</i>				
General	46,539	120,339	(114,450)	52,428
Restricted funds				
National Lottery Community Fund - DHofC	-	9,937	(7,726)	2,211
Total funds	<u>46,539</u>	<u>130,276</u>	<u>(122,176)</u>	<u>54,639</u>
	Balance at 1 February 2023 £	Incoming resources £	Resources expended £	Balance at 31 January 2024 £
Unrestricted funds				
<i>General</i>				
General	60,640	119,472	(133,573)	46,539

The specific purposes for which the funds are to be applied are as follows:

National Lottery Community Fund (DHofC) - the purpose of this fund is to pay the staff costs for the Deputy Head of Counselling (DHofC) role within the organisation.

Sevenoaks Christian Counselling Service

Notes to the Financial Statements for the Year Ended 31 January 2025

19 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 January 2025 £
Tangible fixed assets	2,114	-	2,114
Current assets	59,243	2,211	61,454
Current liabilities	<u>(8,929)</u>	<u>-</u>	<u>(8,929)</u>
Total net assets	<u>52,428</u>	<u>2,211</u>	<u>54,639</u>
		Unrestricted funds General £	Total funds at 31 January 2024 £
Current assets		57,471	57,471
Current liabilities		<u>(10,932)</u>	<u>(10,932)</u>
Total net assets		<u>46,539</u>	<u>46,539</u>

Profit and Loss Feb 2025-Jan2026
Sevenoaks Counselling

Account	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Total YTD
Turnover													
Income-Bank Interest	-	290	-	-	291	-	-	281	-	-	276	-	1,138
Income-Clients	9,263	9,553	8,572	9,290	10,357	10,891	7,153	9,026	10,481	9,207	6,658	9,171	109,622
Income-Gifts - Churches	444	444	444	444	444	2,471	444	444	444	444	2,494	594	9,558
Income-Gifts - Others	420	445	697	442	451	1,734	422	593	603	1,670	3,424	563	11,465
Income-Other income	-	-	-	-	-	339	-	-	-	-	-	-	339
Income-Grants	8,112	5,000	1,500	4,000	-	-	-	1,500	-	-	-	-	20,112
Income - Gift Aid	1,725	-	-	-	-	-	-	-	-	-	-	-	1,725
Total Turnover	19,964	15,732	11,213	14,176	11,543	15,435	8,019	11,844	11,528	11,321	12,853	10,328	153,959
Cost of Sales													
Direct Wages	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cost of Sales	-	-	-	-	-	-	-	-	-	-	-	-	-
Gross Profit	19,964	15,732	11,213	14,176	11,543	15,435	8,019	11,844	11,528	11,321	12,853	10,328	153,959
Administrative Costs													
Bank Fees	35	41	40	44	51	56	38	54	50	60	42	52	562
Cleaning	202	182	562	202	182	202	202	202	182	202	182	20	2,522
Contractor - Counsellor	7,297	7,770	7,677	7,376	7,908	7,560	6,178	8,022	8,113	7,503	5,933	7,487	88,824
Employers Tax & National Insurance	264	264	264	264	264	172	172	861	172	211	160	-	3,068
Entertainment-100% business	-	-	-	-	-	-	-	-	-	-	-	-	76
Insurance	-	-	-	-	265	810	-	-	-	-	-	-	1,075
Light, Power, Heating	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Other Staff Costs	124	65	54	81	50	50	-	-	-	-	-	16	440
Pensions Costs	175	175	245	175	198	164	164	164	164	220	55	74	1,861
Professional services	207	215	159	-	1,242	900	-	28	-	120	-	-	2,870
Repairs & Maintenance	145	243	-	-	-	175	-	382	-	-	-	-	945
Salaries	1,878	1,917	1,902	1,963	1,894	2,383	2,391	2,281	2,342	2,148	1,806	1,826	24,730
Telephone & Internet	237	-	-	258	-	-	253	-	-	252	-	-	1,000
Subscriptions	-	-	-	-	-	-	-	-	-	-	47	168	215
Grants	2,000	-	-	-	-	-	-	-	-	-	-	-	2,000
Total Administrative Costs	12,714	11,021	11,053	10,513	12,204	12,622	9,547	12,142	11,249	10,866	8,265	9,793	131,990
Operating Profit/Loss	7,250	4,711	160	3,664	-	660	2,813	-	1,528	-	298	455	21,969
Profit/Loss on Ordinary Activities Before Taxation	7,250	4,711	160	3,664	-	660	2,813	-	1,528	-	298	455	21,969
Profit/Loss After Taxation	7,250	4,711	160	3,664	-	660	2,813	-	1,528	-	298	455	21,969
no. of counselling sessions run	223	271	230	235	258	224	193	264	269	247	191	249	2,854
contribution per session	42	35	37	40	40	49	37	34	39	37	35	37	38
cost per session	57	41	48	45	47	56	49	46	42	44	43	39	46
Net	-	15 -	5 -	11 -	5 -	7 -	8 -	12 -	12 -	3 -	7 -	8 -	2 -

Cash book summary Difference Does not include SumUp & Stripe Fees
 Xero P&L Difference July
 - 182 Cleaning
 -7908 Contractor

APPLICATION FOR GRANT AID 2026/2027

NB – Grant recipients will be asked to provide a display stand at the Annual Town Public Meeting [Monday 15th March 2027 at 7pm] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use BLOCK CAPITALS if completing by hand.

PART 1 – YOUR ORGANISATION	
ORGANISATION NAME	Sevenoaks Library of Things (under SCAN - Sevenoaks Climate Action Network)
NAME OF CONTACT	
ADDRESS OF CONTACT	[REDACTED] [REDACTED]
TELEPHONE NUMBER:	DAYTIME [REDACTED] EVENING [REDACTED]
EMAIL ADDRESS	[REDACTED]

ARE YOU A REGISTERED CHARITY? If so, please provide registration number	No
--	----

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION	
---	--

Please see attached document for more detailed aims and objectives- summary as follows:

Across Sevenoaks, many households own tools and equipment that are used only occasionally. A drill may be needed for a single DIY project, a pressure washer for a few days each year, or gardening equipment for occasional seasonal work. The result is that large numbers of useful items spend most of their lives sitting unused in garages, sheds, and cupboards. At the same time, many residents face increasing financial pressures and may be unable or unwilling to purchase equipment for one-off tasks. This can prevent people from completing home improvements, repairs, gardening projects and other practical activities that improve their quality of life. The challenge is not necessarily a lack of resources within the community. In many cases, the resources already exist. The challenge is connecting people who need occasional access to equipment with equipment that is available. Alongside the financial impact, unnecessary purchasing contributes to waste, increased consumption of materials and energy, and the environmental impact associated with manufacturing, transport and disposal.

Sevenoaks therefore has an opportunity to create a practical, community-led solution which reduces waste, saves residents money and makes better use of resources that already exist locally.

The Sevenoaks Library of Things will provide a simple way for local residents to borrow useful tools, equipment and household items when needed, rather than purchasing them outright.

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

Please see attached document for more detailed aims and objectives- summary as follows:
 Yes - the aim is to reduce consumption of materials and energy by providing a low cost, community-led borrowing service for items used in households for maintenance, repair, cleaning, crafts or activities/ events

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

Please see attached document for more detailed aims and objectives- summary as follows:
 Yes - the aim is to reduce consumption of materials and energy by providing a low cost, community-led borrowing service for items used in households for maintenance, repair, cleaning, crafts or activities/ events

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS

n/a

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	None
	B) VOLUNTEERS	Currently 6
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	100+ (SCAN members)
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN?	Access to all residents of Sevenoaks Town as well as surrounding parishes The intention is for the main focus to be on local residents and for longr term storage once we have moved past the custodian model to be in Town (as previously discusse	

with Tony Clayton and Claire Shea)
 We would not envisage restricting use to only Town however.

PART 2 – GRANT REQUEST	
AMOUNT OF GRANT APPLIED FOR	£4,550
PLEASE DESCRIBE YOUR PROJECT	
Please see attached document page 3 - proposed solution. We cannot know what good quality items might be donated by the community at this stage and therefore propose purchasing a core set of items, based on popular items that other Library of Things loan out. The potential for a membership model alongside affordable rates to borrow items, along with other fundraising and grants are intended to provide a sustainable financial model for the future.	
PLEASE EXPLAIN WHAT YOU WILL BE USING THE GRANT FOR	
To get our pilot off the ground by providing funds for purchase of equipment, insurance and marketing materials, along with a small additional contingency fund for volunteer support. Please see appended Excel expenditure sheet.	
WHICH TAX YEAR WILL THE GRANT BE USED IN	Intended to be 2026

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 Please see comment on p 2
IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?	YES/NO
PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:	
n/a	

PART 4 – TO BE COMPLETED BY ALL APPLICANTS	
HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT?	
Yes	
IF YES, PLEASE GIVE DETAILS A grant of £500 has been received from Sevenoaks District Council through their Better Together scheme for concept and software development costs We also intend to apply to the Kent Community Waste Protection Fund for any shortfall in funding needed to get off the ground.	
YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION	
At the most recent Climate Action Fair, visitors were asked to vote for the project they would most like to see come to fruition - a Library of Things was the most popular showing an interest from the local community.	
PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR	n/a
HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?	n/a - start up phase
HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS E.G. 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	
n/a	

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST	
All relevant parts of form completed	Yes
Form signed	Yes
Audited accounts for last two financial years attached	n/a
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	No - aims as per attached

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

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE. I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.	
SIGNATURE 	DATE Updated 20th August 2026
NAME AND POSITION IN ORGANISATION IN CAPITALS PLEASE	JENNY PACKER, Volunteer

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

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

Bank:	
Sort Code:	
Account No:	

Please return this form to Alison Futtit at council@sevenoakstown.gov.uk or at Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Friday 31st July 2026** for the September Finance & Delivery Committee
 - **Friday 8th January 2027** for the February Finance & Delivery Committee
- NB: Late applications will be reviewed at the following Grants meeting.

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



LIBRARY OF THINGS

Sevenoaks Climate Action Network

PROBLEM STATEMENT

Across Sevenoaks, many households own tools and equipment that are used only occasionally. A drill may be needed for a single DIY project, a pressure washer for a few days each year, or gardening equipment for occasional seasonal work. The result is that large numbers of useful items spend most of their lives sitting unused in garages, sheds, and cupboards.

At the same time, many residents face increasing financial pressures and may be unable or unwilling to purchase equipment for one-off tasks. This can prevent people from completing home improvements, repairs, gardening projects and other practical activities that improve their quality of life.

The challenge is not necessarily a lack of resources within the community. In many cases, the resources already exist. The challenge is connecting people who need occasional access to equipment with equipment that is available.

Alongside the financial impact, unnecessary purchasing contributes to waste, increased consumption of materials and energy, and the environmental impact associated with manufacturing, transport and disposal.

Sevenoaks therefore has an opportunity to create a practical, community-led solution which reduces waste, saves residents money and makes better use of resources that already exist locally.

COMMUNITY SUPPORT AND EVIDENCE OF NEED

The Sevenoaks Climate Action Network (SCAN) actively sought the views of both its members and the wider public to understand which initiatives would provide the greatest benefit to the local community. Through member engagement and consultation at the annual Sevenoaks Climate Fair, participants were invited to share their views on the most valuable projects SCAN could support.

The clear and consistent favourite was the creation of a **Library of Things**. Residents recognised the opportunity to reduce waste, save money and make better use of resources that already exist within the community. The strength of support demonstrated that this was not simply an environmental initiative, but a practical community service that addresses real local needs.

The Library of Things proposal therefore represents a direct response to community feedback and reflects priorities identified by local residents themselves.

PROPOSED SOLUTION

The Sevenoaks Library of Things will provide a simple way for local residents to borrow useful tools, equipment and household items when needed, rather than purchasing them outright.

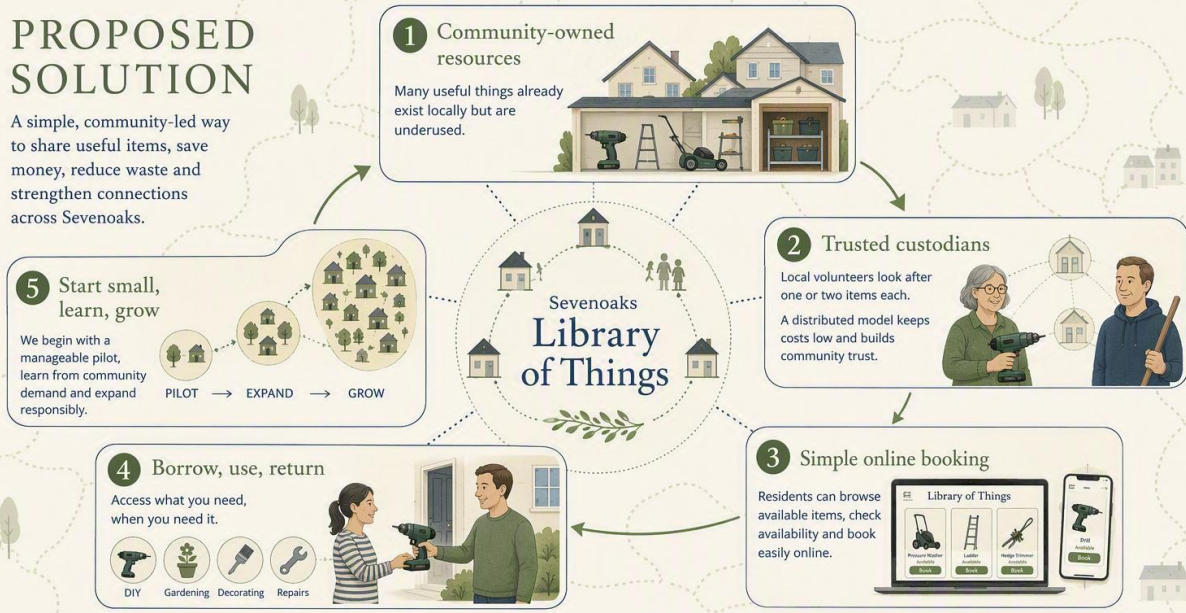
The project will begin with a small-scale pilot using a distributed custodian model. Instead of requiring dedicated premises from the outset, trusted volunteers will act as custodians for a limited number of items, storing them and managing collections and returns within their local area.

A simple online booking platform will allow residents to browse available items, reserve equipment and manage loans. Over time, the service can expand in response to community demand, adding additional items, custodians and collection points.

This low-cost approach allows the project to begin delivering benefits quickly while minimising financial risk and learning what works best before expanding further.

PROPOSED SOLUTION

A simple, community-led way to share useful items, save money, reduce waste and strengthen connections across Sevenoaks.



THE BENEFITS



SAVE MONEY

Borrow instead of buy.
Keeping more money in local pockets.



REDUCE WASTE

Share more, buy less, and make better use of the resources we have.



STRENGTHEN COMMUNITY

Build connections, trust and a more resilient Sevenoaks.

..... A practical solution. A stronger community. A more sustainable Sevenoaks.

Direct Benefits

The Library of Things is expected to deliver several immediate benefits for local residents.

- **Reduced Household Costs**

Residents gain access to tools and equipment without needing to purchase them. This helps households undertake repairs, maintenance and improvement projects at a significantly lower cost.

- **Reduced Waste and Consumption**

Items that might otherwise be purchased, used once and stored indefinitely can instead be shared by many users. This reduces unnecessary consumption and makes more efficient use of existing resources.

- **Better Use of Community Assets**

Many useful tools already exist within the community. The Library of Things helps unlock the value of these underused assets by making them available to more people.

- **Practical Sustainability**

The project offers a simple and visible form of environmental action. Rather than asking residents to make difficult lifestyle changes, it provides an easy and practical way to reduce waste through sharing.

Wider Community Benefits

While the direct benefits are important, the longer-term value of the Library of Things may be even greater.

- **Strengthening Community Connections**

Every loan creates a small interaction between residents. These interactions help people become more familiar with one another and contribute to a stronger sense of community belonging.

- **Building a Culture of Sharing**

The project encourages people to think about access rather than ownership. As residents become comfortable borrowing and lending useful items, sharing becomes a normal and trusted part of community life.

- **Meaningful Volunteer Involvement**

The custodian model gives people a simple and manageable way to contribute. Volunteers can support the project by looking after one or two items without taking on the burden of running an entire service.

- **Supporting a More Resilient Community**

Communities are stronger when people know one another, share resources and work together. The Library of Things creates practical opportunities for cooperation and mutual support.

- **Creating a Visible Community Asset**

The Library of Things would become a useful, everyday service that residents can directly benefit from. This helps strengthen relationships between local organisations, volunteers and the wider community while demonstrating the value of collaborative local action



LIBRARY OF THINGS

Sevenoaks Climate Action Network

HOW THE PROJECT WILL BE IMPLEMENTED



DELIVERING THE VISION

The Library of Things is designed as a practical, low-cost and scalable community initiative. We will begin with a carefully managed pilot, testing and refining our approach before expanding. Key operational, safety, governance and financial considerations have been identified to minimise risk while delivering real benefit to our community.



1 GOVERNANCE & OVERSIGHT



- ✓ A steering group guides the project, reviews progress and ensures accountability.
- ✓ Clear policies and procedures will cover borrowing, safety, maintenance, dispute resolution and financial management.
- ✓ Regular review and consultation ensure the service stays safe, transparent and responsive.

2 SAFETY & RISK MANAGEMENT



- ✓ All items are assessed before circulation and regularly checked.
- ✓ Clear user guidance, borrowing agreements and maintenance procedures are in place.
- ✓ Appropriate insurance is secured before launching the pilot.

3 TECHNOLOGY & ADMINISTRATION



- ✓ A simple online booking and inventory platform lets residents browse, reserve and manage loans.
- ✓ We are developing a low-cost digital solution that supports our custodian model and keeps administration to a minimum.

4 COMMUNITY PARTICIPATION



- ✓ Local custodians care for a small number of items in their neighbourhood.
- ✓ No need for dedicated premises in the pilot phase—keeping costs low.
- ✓ Distributing resources and responsibilities creates meaningful involvement for volunteers and builds community connections.

5 FINANCIAL SUSTAINABILITY



- ✓ We will start at a scale that matches available resources.
- ✓ The pilot helps us understand demand, refine our approach and gather evidence for future growth.
- ✓ Over time, a mix of memberships, contributions, grants, donations and fundraising will help build a diverse and resilient funding model.



Practical **Low-cost** **Community-led** **Sustainable** **Scalable**

A trusted, well-managed approach that puts people, safety and community benefit at the heart of the Library of Things.



The Library of Things has been intentionally designed as a practical, low-cost and scalable community initiative. Rather than attempting to launch a large operation from the outset, the project will begin with

a carefully managed pilot, allowing processes, technology and community engagement approaches to be tested and refined before further expansion.

The project team has already identified the key operational, safety, governance and financial considerations associated with establishing a Library of Things and has developed an approach designed to minimise risk while maintaining accessibility and community benefit.

• Governance and Oversight

The Library of Things will be guided by a steering group responsible for overseeing the project's development, reviewing progress and ensuring accountability.

As the project develops, clear policies and procedures will be established covering borrowing arrangements, safety requirements, maintenance responsibilities, dispute resolution and financial management. Regular review and consultation will help ensure the service remains responsive to community needs whilst operating in a safe and sustainable manner.

• Safety and Risk Management

Safety is a fundamental consideration for the project.

All items made available through the Library of Things will undergo appropriate assessment before entering circulation and will be subject to ongoing condition reviews. Clear user guidance, borrowing agreements and maintenance procedures will be implemented to help ensure equipment remains safe and suitable for use.

Appropriate insurance arrangements will be secured prior to launching any pilot activities.

• Technology and Administration

The project will utilise a simple online booking and inventory platform, enabling residents to browse available items, make reservations and manage borrowing activity.

The intention is to develop a low-cost digital solution that supports the distributed custodian model whilst minimising administration and ongoing operating costs.

• Community Participation

A key feature of the proposed model is the use of local custodians who care for a small number of items within their neighbourhood.

This approach removes the need for dedicated premises during the pilot phase, significantly reducing costs while making participation easier for volunteers. By distributing both resources and

responsibilities across the community, the model creates opportunities for meaningful involvement without imposing excessive demands on any individual.

- **Financial Sustainability**

The project has been designed to begin at a scale appropriate to available resources.

The pilot phase will focus on understanding community demand, refining operational processes and gathering evidence to support future growth. Over time, the project may be supported through a combination of memberships, borrowing contributions, grants, donations and community fundraising activities, helping to establish a diverse and resilient funding model.



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EXPECTED OUTCOMES

The proposed pilot aims to establish a practical, sustainable and community-focused Library of Things for Sevenoaks. By starting at a manageable scale, the project will create an opportunity to test demand, refine operating procedures and gather evidence to support future growth.

In the short term, the project will establish a network of local custodians, an initial collection of useful equipment and a simple booking system through which residents can access shared resources. This will provide immediate opportunities for people to borrow items that would otherwise need to be purchased, helping to reduce household costs whilst making better use of equipment already available within the community.

Beyond the practical benefits of borrowing tools and equipment, the project seeks to strengthen community connections by creating opportunities for local residents to share resources, knowledge and trust. Through the custodian model, volunteers will be able to contribute in a meaningful and sustainable way without the need for large time commitments or dedicated premises.

The pilot will also provide valuable insight into which items are most in demand, how residents use the service and how the model can be improved. This evidence will help inform future decisions regarding expansion, partnerships and long-term sustainability.

Ultimately, the Library of Things aims to demonstrate that a community-led sharing model can reduce waste, lower costs for residents and build a stronger, more connected and more resilient Sevenoaks for the future.



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CONCLUSION

The proposed Library of Things represents a practical response to a clear need identified by local residents. By enabling people to borrow infrequently used tools and equipment rather than purchasing them outright, the project has the potential to reduce waste, lower household costs and make better use of resources already available within the community.

The project has been designed around a low-cost, scalable model that allows the service to begin with a carefully managed pilot and grow in response to community demand. Considerable thought has already been given to governance, safety, technology, volunteer involvement and long-term sustainability, providing a strong foundation for responsible delivery.

While the immediate benefit is access to shared equipment, the longer-term ambition is to create something more valuable: a stronger, more connected and more resilient community. By encouraging the sharing of resources, building trust between neighbours and providing meaningful opportunities for involvement, the Library of Things can become a lasting community asset that delivers environmental, social and financial benefits for many years to come.

Support for this project will help turn a community-led idea into a practical reality. With the right foundation and initial investment, the Library of Things can demonstrate how local people working together can reduce waste, save money and create lasting value for the whole community.



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APPENDIX A – AREAS CONSIDERED DURING PROJECT DEVELOPMENT

As part of the planning process, the project team has undertaken an initial assessment of the principal considerations involved in establishing and operating a community Library of Things. The following areas have been identified and reviewed as part of the project's development framework.

1. Funding and Financial Sustainability

Assessment of the financial model required to establish and operate the service, including startup costs, ongoing operating expenses, income generation opportunities and long-term sustainability.

Key considerations include:

- Initial capital investment
- Ongoing maintenance and replacement costs
- Insurance costs
- Membership and borrowing models
- Donations, grants and sponsorship
- Phased growth and financial resilience

2. Legal Liability and Insurance

Review of the legal responsibilities associated with lending tools and equipment to members of the public.

Key considerations include:

- Public liability insurance
 - Product liability
 - User agreements
 - Borrowing terms and conditions
 - Equipment cover
 - Risk allocation and legal compliance
-

3. Health and Safety Responsibilities

Consideration of the processes required to ensure equipment remains safe and suitable for use throughout its lifecycle.

Key considerations include:

- Equipment inspections
 - Maintenance procedures
 - PAT testing where appropriate
 - Safe storage
 - Volunteer guidance
 - User safety information
-

4. Storage and Space Requirements

Assessment of how equipment can be stored securely and accessed conveniently whilst minimising operating costs.

Key considerations include:

- Distributed custody model
- Security of equipment
- Environmental storage conditions
- Scalability of storage arrangements

- Future premises requirements
-

5. Item Loss, Damage and Wear

Review of procedures to manage damaged, missing or heavily-used equipment.

Key considerations include:

- Condition assessments
 - Return inspections
 - Repair procedures
 - Replacement planning
 - Damage reporting
 - Borrower responsibilities
-

6. Booking, Tracking and Information Systems

Assessment of the digital systems required to operate the Library of Things efficiently and securely.

Key considerations include:

- Online reservations
 - Inventory management
 - Loan tracking
 - Customer records
 - Data protection and GDPR compliance
 - Automated administration processes
-

7. Volunteer Capacity and Operational Support

Review of how volunteers can contribute sustainably to the operation of the service.

Key considerations include:

- Custodian responsibilities

- Volunteer recruitment
 - Training and guidance
 - Role descriptions
 - Workload management
 - Long-term volunteer retention
-

8. Community Engagement and Demand

Consideration of how the service will attract and retain users whilst remaining responsive to community needs.

Key considerations include:

- Community consultation
 - Awareness and promotion
 - Understanding borrowing patterns
 - Feedback mechanisms
 - Partnerships with local organisations
-

9. Equity and Accessibility

Assessment of how the service can remain accessible and inclusive for all members of the community.

Key considerations include:

- Affordability
 - Digital inclusion
 - Physical accessibility
 - User support
 - Inclusive service design
-

10. Governance and Management

Review of the structures required to support effective project oversight and accountability.

Key considerations include:

- Steering group responsibilities
 - Financial oversight
 - Policy development
 - Decision-making processes
 - Succession planning
 - Performance review
-

11. Equipment Acquisition and Safety Assurance

Assessment of how the initial collection will be established and managed safely.

Key considerations include:

- Community donations
 - Volunteer-owned equipment
 - Purchased equipment
 - Safety inspections
 - Ownership records
 - Maintenance tracking
 - Replacement strategies
-

Summary

These development areas have helped shape the proposed pilot model and demonstrate that the project has been designed with careful consideration of the operational, financial, legal and community factors associated with establishing a successful Library of Things. The project will continue to refine these areas as it progresses from pilot implementation towards a fully established community service.

	Estimated Cost to purchase	Comments
Items for Loan		
Core DIY/ Repair		
Cordless drill	£80.00	Bosch Universal Drill
Corded drill	£60.00	EasyImpact 600
Handtool kit - Stanley knife, hammer, measuring tape, screwdrivers, mini spiritlevel	£50.00	Stanley 7 piece
Laser level and laser measure	£85.00	Bosch Universal Distance 40C
Heat gun	£50.00	Bosch Easy Heat 500
Electric sander	£70.00	Bosch PSS 250 AE
Wallpaper stripper (steam)	£40.00	Black & Decker
Extension Lead reel	£30.00	Masterplug
Staple gun/ staples	£15.00	Stanley
Extendable ladder	£200.00	Xtend +Climb Pro Series
Step ladder	£90.00	Werner
Saws (selection of)	£40.00	Irwin
Jigsaw	£60.00	Bosch PST 700E or PST 650
Spirit level	£15.00	Stanley
Tile cutter	£60.00	Titan
Nail gun	£300.00	Bosch GNH 18V-35
Cleaning/ Home		
Pressure washer	£400.00	Stihl RE 130
Wet and dry vacuum cleaner	£80.00	Karcher WD 3
Household steam cleaner	£135.00	Karcher SC2
Dehumidifier	£120.00	Blyss 16L
Thermal imaging camera	£300.00	Flir MSX
Moisture meter	£30.00	Safeguard Dryzone
Window vac	£70.00	Karcher WV6

Sewing machine	£130.00	Singer Promise
Travel Cot	£28.00	Graco Compact
Blow up mattress (single)	£12.00	Bestway
Blow up mattress (double)	£15.00	Bestway
Garden		
Lawnmower (electric - cordless)	£200.00	Bosch Rotak 18V-34
Strimmer (electric - cordless)	£100.00	Bosch Universal Grass Vut 18V-26-500
Cordless hedgetrimmer	£65.00	Bosch Easy HedgeCut 18V-44-11
Garden shears	£20.00	Spear & Jackson
Garden loppers	£27.00	Spear & Jackson
Party/ Event		
Party Pack for 10 children (plates/ bowls/ cutlery/cups/ bunting)	£65.00	21.60 x 3 Mano Mano
Gazebo	£60.00	Vounot 3x3
Chocolate fountain	£20.00	Tower
Waffle maker	£25.00	Salter
Popcorn maker	£20.00	Judge
Parachute game	£55.00	
Festival truck/ trolley	£70.00	Sekey
PAT testing		
	£0.00	Planned to be provided with the support of Sevenoaks Repair Café
Equipment Repair		
	£200.00	Planned to be provided with the support of Sevenoaks Repair Café - cost entered for spare parts estimate
Insurance		
	£500.00	Estimated cost
Venue		
	£0.00	Currently nil during pilot scheme, but would look for a permanent venue if pilot succeeds

Marketing

Upright Banner	£150.00	For use at outreach events
Posters (A4 +A5)	£200.00	for use at outreach sessions to consult as well as for display on community noticeboards etc.

Other

Contingency - e.g. Volunteer expenses, volunteer events	£200.00
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Total	£4,542.00
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