



## **SEVENOAKS 50<sup>th</sup> ANNUAL TOWN PUBLIC MEETING**

NOTICE IS HEREBY GIVEN OF THE ANNUAL TOWN MEETING OF THE LOCAL GOVERNMENT ELECTORS FOR THE TOWN OF SEVENOAKS WHICH WILL BE HELD AT THE BAT AND BALL CENTRE, CRAMPTON'S ROAD, SEVENOAKS, TN14 5DN  
**MONDAY 11<sup>th</sup> March 2024 at 7:00pm**

**The meeting will be preceded by an opportunity to visit volunteer stalls and meet the Mayor and local councillors at 6.30pm.**

Chaired by the Mayor of Sevenoaks, Councillor Claire Shea

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following: <https://youtube.com/live/ZVwBJbP-DA?feature=share> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at [Recording of meetings protocol](#) or by request.

Agenda available at: [Committees & Meetings - Sevenoaks Town Council](#)

### **A G E N D A**

1. Welcome by The Mayor, Councillor Claire Shea
2. Minutes of the 2023 Sevenoaks Annual Town Public Meeting (Copy attached)
3. Presentation of Sevenoaks Town Council's Annual Report: April 2023 – March 2024 (Copy attached)
4. Presentation by Meeting Place, on behalf of Tarmac Ltd on Planning Proposals for Sevenoaks Quarry, Northern Ward.
5. Presentation of Sevenoaks Town Council Grant Cheques to Voluntary Organisations
6. Presentation of The Stag's Annual Report (Copy attached)
7. To receive Comments and Queries from Local People on any Matters relating to Sevenoaks

*If you have any comments or questions you would like to put to the Town Council please email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk) by noon on Friday 8<sup>th</sup> March 2024*

This page has been left blank intentionally

This page has been left blank intentionally

**Minutes of the Meeting of the  
Forty Ninth Annual Assembly of the Townspeople of Sevenoaks  
held at Bat & Ball Centre, Crampton's Road, Sevenoaks, TN14 5DN  
on Monday 13<sup>th</sup> March 2023  
7:00 – 7.47pm**

Livestreamed on YouTube: <https://youtube.com/live/rUQiwVRBF5U?feature=share>

**Chair: Cllr Mrs Rachel Parry – Mayor of Sevenoaks**

In attendance: 66 members of the public and the following:

Cllr Libby Ancrum Cllr Nick Busvine Cllr Tony Clayton Cllr Granville-Baxter Cllr Richard Parry Cllr Claire Shea	Cllr Keith Bonin Cllr Merylyn Canet Cllr Andrew Eyre Cllr Roderick Hogarth Cllr Simon Raikes Cllr Avril Hunter (SDC) Cllr Richard Streatfeild (SDC & KCC)
Linda Larter, MBE Jude Thompson Tony McEwen Alison Futtit Ben Thornewell Georgie Elliston Ieuan Chandler-Wilson	Chief Executive/Town Clerk Sevenoaks Welcomes Refugees Deputy Chief Executive, Stag Theatre Senior Committee Clerk Social Media & Events Assistant Planning Committee Clerk Committee Clerk, Youth Work

*Prior to the commencement of the meeting members of the public had the opportunity to visit an exhibition of stands provided by local voluntary groups who had received grants from Sevenoaks Town Council and to meet local Town Councillors.*

**1. WELCOME BY THE MAYOR, CLLR MRS RACHEL PARRY**

The Mayor welcomed everybody to the Forty Ninth Sevenoaks Annual Town Meeting.

**2. MINUTES OF THE SEVENOAKS ANNUAL TOWN PUBLIC MEETING 2022**

The Minutes of the Forty Eighth Annual Town Public Meeting of the Townspeople of Sevenoaks held on 14th March 2022 were received and adopted and it was RESOLVED that the Mayor sign the Minutes of that meeting as a true record.

**3. PRESENTATION OF SEVENOAKS TOWN COUNCIL'S ANNUAL REPORT 2022-2023**

The Mayor introduced the Town Council's Annual Report April 2022 to March 2023, which had been circulated with the agenda.

The Town Clerk gave a presentation outlining the Town Council's achievements during the year, additional to regular functions and facilities, setting out activities each month.

The Mayor advised of forthcoming events:

Tour of Knole House, Wednesday 29<sup>th</sup> March at 10.15am  
(Tickets available from the Town Council)

The Big Coronation Celebration Afternoon Tea, Sunday 7<sup>th</sup> May 2023 from 2.00 – 4.00pm, High Street, Sevenoaks (Free community event)

An Evening with Gloria Hunniford, Wednesday 10<sup>th</sup> May at 7.00pm, Stag Plaza  
(Tickets available from Stag Theatre)

#### 4. PRESENTATION BY SEVENOAKS WELCOMES REFUGEES

Jude Thompson from Sevenoaks Welcomes Refugees thanked the Town Council for its support for the application for Sevenoaks to become a Town of Sanctuary, recognising the importance of being welcoming to refugees.

She outlined the founding of the charity and the work undertaken to support families resettling in the district from Syria, Afghanistan, and Ukraine. She emphasised that the charity was run by volunteers and relied on fundraising. Jude thanked the people of Sevenoaks for their generosity.

The following fundraising events were noted:

Cultures Together in Harmony, A Celebration of Music & Dance, Saturday 20<sup>th</sup> May 2023, 7.00pm

(Tickets available via website: <https://www.sevenoakswelcomesrefugees.org/>)

Dragon Boat Race, Tonbridge – date to be confirmed

It was noted that further rental properties were needed and anyone with a property to offer or contacts was asked to get in touch.

Cllr Busvine commented on the excellent support provided by Sevenoaks Welcomes Refugees to the person his family was hosting.

#### 5. SEVENOAKS TOWN COUNCIL GRANTS TO LOCAL ORGANISATIONS

The Mayor thanked all the local organisations supporting the town in so many different ways. Awards had been made during the year, under the Town Council's Grants Scheme, to the following local community organisations, who had attended the meeting to provide a display demonstrating what the funds had been spent on:

Sevenoaks Summer Festival 2022	£5,000	Kent Youth Jazz Orchestra	£600
Sevenoaks Society	£500	Art in June	£250
Sevenoaks Voluntary Transport Group	£750	Sevenoaks Literary Festival	£500
West Kent Mediation	£750	Sevenoaks Three Arts Festival, Young Musician of the Year	£600
Baby Umbrella	£500 & £1,380	Sevenoaks History Hub	£500
Friends of Rheinbach	£250	Sevenoaks Counselling	£1,500
Friends of Pontoise	£250	West Kent Mind	£1,000
Sevenoaks Three Arts Festival	£600	D'Vine Singers	£500

Further Grants were also agreed by the Finance & General Purposes Committee on 27<sup>th</sup> February 2023, and the awards presented by the Mayor to:

Hi Kent	£1,000	South East Open Studios	£250
Sevenoaks Volunteer Transport Group	£750	Art in June	£250
West Kent Mediation	£800	Kent Youth Jazz Orchestra	£500
Friends of Pontoise	£350	Youth Resilience UK	£1,600
Sevenoaks Three Arts Festival	£600	Sevenoaks PHAB	£450
Sevenoaks Literary Festival	£500	The Children's Workshop	£540

## 6. SEVENOAKS TOWN NEIGHBOURHOOD PLAN AND REFERENDUM UPDATE

The Town Clerk advised that the culmination of the hard work by the Town Council and many volunteers on the Sevenoaks Town Neighbourhood Plan (STNP), was the Referendum which would be held on Thursday 4<sup>th</sup> May 2023, alongside the local elections. Residents would have the opportunity to vote on the future of the town.

The full Plan, and a summary document were available on the STNP website:

<https://sevenoaksndp.wordpress.com/>

## 7. PRESENTATION OF THE STAG'S ANNUAL REPORT 2021-22

Tony McEwen, Deputy Chief Executive of the Stag Community Arts Centre, presented its Annual Report for the financial year 2021-22. Tony advised that this had been a year of consolidation and recovery following the previous year and the impact of the pandemic.

The Stag team had worked very hard to recover audiences for both live events and cinema. The age demographic of those who had returned to cinemas post-pandemic remains the same as pre-pandemic just currently 30% lower.

Tony outlined the activities at The Stag during the year:

- 80 titles in the cinema
- 250 stage performances
- 300 Plaza events and meetings
- Events and support for community groups
- Craft Fairs
- Pantos
- Private events

Current planned improvements to the building were the installation of solar panels and battery storage, cleaning the theatre roof for the first time in 30 years, and resurfacing and redecorating part of the Stag Plaza roof.

The Mayor congratulated the Stag team on providing such a marvellous cultural centre for the town.

**8. QUESTIONS AND COMMENTS RECEIVED FROM LOCAL PEOPLE ON MATTERS RELATING TO SEVENOAKS**

Comments/questions raised at the meeting were:

Concern regarding the condition of the grass at The Vine	The Town Clerk advised that this had been discussed recently and would be addressed in the coming months
Can the toilets at the Bus Station be improved?	The Town Clerk advised that the Bus Station toilets were not the responsibility of the Town Council, but that the Town Council would continue to lobby the District Council about this.

**9. CLOSE OF MEETING**

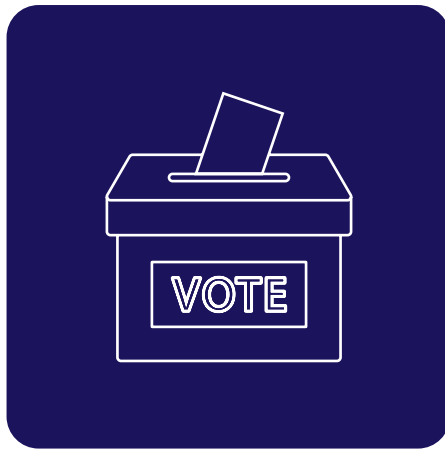
The Mayor thanked everybody for attending the meeting.

There being no other business the meeting closed at 7:47pm.

Signed .....

Dated .....

The Mayor



# OUR YEAR IN THE COMMUNITY



## 1. Introduction

Sevenoaks Town Council has 16 voluntary elected Town Councillors and has paid staff led by the Chief Executive / Town Clerk. Each year Town Councillors elect a Mayor and Deputy Mayor. During the last year the Town Council has for the first time Resolved to also elect a Leader (Cllr Tony Clayton) and Deputy Leader (Cllr Nigel Wightman).

In May 2023 the local elections were held, followed by an immediate by-election. The make-up of the Town Council changed significantly, and all Town Councillors are now from one political party – Liberal Democrats.

<b>EASTERN WARD</b>	<b>ST JOHNS WARD</b>
Cllr Libby Ancrum	Cllr Sue Camp
Cllr Tony Clayton	Cllr Dr Peter Dixon
Cllr Sally Ann Layne	Cllr David Skinner OBE
<b>KIPPINGTON WARD</b>	<b>TOWN WARD</b>
Cllr Catherine Daniell	Cllr Victoria Granville
Cllr Chloe Gustard	Cllr Lise Michaelides
Cllr Nicholas Varley	Cllr Gareth Willis
<b>NORTHERN WARD</b>	<b>WILDERNESSE WARD</b>
Cllr Dr Merilyn Canet	Cllr Nigel Wightman
Cllr Lionel O'Hara	
Cllr Claire Shea	

Since April 2023, the beginning of the year for this report, there have been significant events for the country and also for the Town Council in its operation.

Nationally we have had the Coronation of a new King, and this was celebrated enthusiastically in Sevenoaks with decorations to the town, several street parties including one with thousands of attendants stretching along the High Street.

Also, after many years of consultation and voluntary work, this year Sevenoaks residents had the opportunity to vote on the future of their town. The referendum for the first Sevenoaks Town Neighbourhood Plan was on 4<sup>th</sup> May 2023 with a good turn out and vote in favour of accepting the long-term plan.

As mentioned previously, also in May were the local elections. The new Town Council has been developing its plans which have been published in the third Sevenoaks Town Council [Community Investment Plan 2023 – 2027](#).

The Town Council has continued to work hard to maintain its functions and facilities as much as possible in a constantly changing society, impacted by Covid, cost of living crises and world events, including the need to help refugees.



This report highlights aspects of the Town Council's regular functions which include allotments, public open spaces, play areas, cemetery, grants to voluntary organisations, markets, community events, supporting local businesses and youth facilities. See the list at the end of this report.

In addition to its normal operations of community functions and facilities, the Town Council has also continued to progress some of its planned key objectives and other projects, including:

- Marking the Coronation of King Charles III
- Continuing with Green Projects including planting numerous trees
- Returning to holding many events, including supporting first Climate Fair
- Operated a portable Speed Indicator Device
- Progressed public consultation on proposed speed limit reduction to 20mph
- Progressed the Sevenoaks Town Neighbourhood Plan towards its successful Referendum, with the document now used to help decide planning applications within Sevenoaks Town
- Commenced Sevenoaks Town Sports Strategy Review
- Commissioned Town Centre & St John's Hill Masterplan
- Commissioned a Feasibility Study of a Green Link (cycling and walking route) between Sevenoaks & Dunton Green
- Refurbished St John's Hill car park public toilets
- Being accredited with the first Town of Sanctuary award for the town of Sevenoaks (under the City of Sanctuary movement).

We hope you will find this report, which provides detailed information relating to Sevenoaks Town Council's performance and activities during the past financial year, interesting and useful.

## 2. Climate Change Initiatives

In November 2019 Sevenoaks Town Council (STC) resolved to make the following its Number 1 Priority:

- To recognise the Government and Kent County Council (KCC) declarations for aiming for Zero Carbon.
- To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) [*now known as Sevenoaks Town Neighbourhood Plan (STNP)*] and within the Town Council's general operation.

Friends of the Earth states: "*Parish and Town Councils may not be as powerful as local authorities, but they can 'do their bit' in addressing the climate and nature emergency and be a force for change.*"

STC's overall aim is to put in place affordable and practical initiatives with long-term green benefits for the local community and to support and encourage residents to pursue them

individually. Little steps together, reducing Sevenoaks' carbon consumption footprint = big changes to the planet.

[STC's 2021 Green Community Investment Plan](#) (appendix to previous STC Community Investment Plan 2020-2023) brings together all of its climate change initiatives to publicise and involve the local community and progress practical delivery under the following five themes:

- Theme 1 Buildings
- Theme 2 Transport & Movement
- Theme 3 Making Sevenoaks Greener
- Theme 4 Consumption
- Theme 5 Information & Access to information

### Sevenoaks Climate Fair

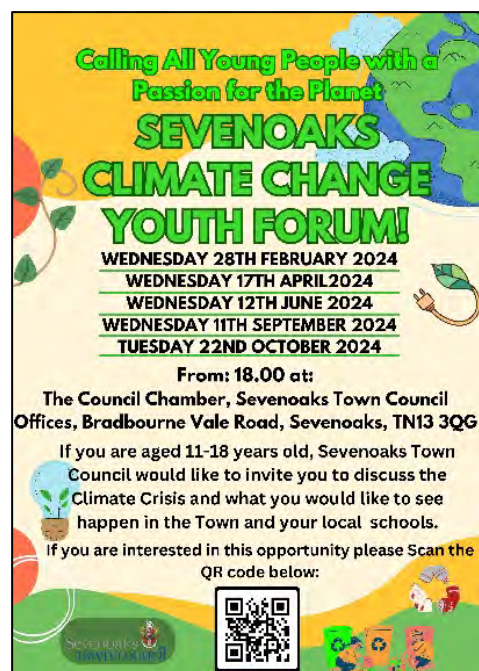
In 2023 the Town Council assisted SCAN (Sevenoaks Climate Action Group) in holding a successful first Climate Fair on the Vine. A second one is planned for 4<sup>th</sup> May 2024.



The Town Council has explored the possibility of introducing a **Car Club** in Sevenoaks. Car Clubs are short-term rental services that give members access to locally parked cars which they can pay for by the hour. They offer an alternative model to private car ownership for individuals and businesses and have the potential to reduce car ownership, inspiring a shift away from private car use to walking, cycling and public transport instead. The Town Council is working with Enterprise Cars and hopes to launch this initiative in the near future.

### Climate Change Youth Forum

The Climate Change Youth Forum was launched in September 2022 as a place for student representatives from the secondary schools in Sevenoaks to discuss what their schools were doing to tackle climate change and share best practice. It has been decided now to open this up to all young people outside of school hours.



For more information email: [youthwork@sevenoakstown.gov.uk](mailto:youthwork@sevenoakstown.gov.uk)

## Carbon Footprint

A Carbon Footprint Appraisal for Sevenoaks Town Council for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 was undertaken by Carbon Footprint Ltd. This identified (for all its buildings and vehicles) that the total location-based carbon footprint for the period ending 31<sup>st</sup> March 2022 was 96.01 tonnes CO<sub>2</sub>e, and the market-based total was 93.04 tonnes CO<sub>2</sub>e. The Town Council has adopted an Action Plan setting out practical methods to reduce its carbon footprint within its general operation, including changes to its buildings and assets.



## Renewable Energy

During the refurbishment of the Bat & Ball Centre in 2020, the Town Council's overall aim was to install a system to enable the most cost-effective use of and carbon reduction of energy. The new Centre is considerably more energy efficient than the previous facility and produces some of its own energy via solar panels. The Town Council hopes to be able to enhance the current system if possible, by installing solar batteries and storage.

The Town Council has agreed where possible to replace its vehicles when needed with electric vehicles. A second van has been branded, similar to the first, to enable members of the public to see it more easily around the town.

### Look out for Zero 2 driving around the town - the second Electric Van for Sevenoaks Town Council

The new van is fully electric and covers 174 miles and will be used by the Town Wardens who inspect play areas and carry out day to day tasks on the Town Council's public open spaces.



Sevenoaks Town Council has also arranged for publicly accessible vehicle charging points to be installed at its Council Offices site in Bradbourne Vale Road and at the new Bat & Ball Centre, and more potential installations are being researched.

### Provision of Drinking Water Fountains

Sevenoaks Town Council as part of its [Green Community Investment Plan](#) (6.3) has resolved to provide drinking fountains at the Vine Gardens and Greatness Recreation Ground. The Town Council is also campaigning as part of the DVCRP (Darent Valley Community Rail Partnership) for drinking fountains to be provided at stations.

The addition of a drinking fountain/fountains will provide environmental and community benefits. Encouraging people to carry and refill a reusable bottle and making it easy for them to do so - an effective way to reduce plastic pollution at source. Every time someone refills instead of buying a bottle of water, it saves resources and CO2 emissions used to produce bottles, and also CO2 emissions from transporting bottles of water. This potentially benefits the town's appearance, as there may be less litter as a result.

Including the option to refill a bottle instead of purchasing a drink may also lead to people making a healthier choice by providing the public with a cost-free alternative to the consumption of sugar-sweetened beverages. In addition to this, the presence of drinking fountains can also contribute to the public's health by facilitating outdoor physical activity, which can improve mental wellbeing as well as physical fitness.



## 3. Community Investment Plan

### NEW COUNCIL = NEW AMBITIONS

In the May 2023 elections, a new Sevenoaks Town Council was created, unusually with all Councillors being from one political group – Liberal Democrats. The Councillors have been working on finalising its aims and objectives delivering projects for the local community (above and beyond its current operation of managing and providing community functions) and these have been formalised in the Sevenoaks Town Council's third [Community Investment Plan 2023-2027](#).

Councillor Tony Clayton, Leader of Sevenoaks Town Council and Chair of the Finance & General Purposes Committee said:

*“With its finances on a stable footing, the Council will continue to invest in Sevenoaks, mainly using grants and levies on developers. The biggest items in its £2.7 million Community Investment Plan are a new football pavilion at Greatness, switching the No 8 bus to electric power, a Masterplan for the town's commercial centres, pedestrian crossings, and other measures to make the town safer for walkers and cyclists. In the longer-term Sevenoaks Town Council is looking to the Sevenoaks Quarry at Greatness Lakes development. We will use the use developer levies from it to invest for the whole town, and to integrate the residents in the new homes into the community. Building on the Neighbourhood Plan approved in 2023, the plan will shape a safer, greener, and fairer Sevenoaks.”*

The Key Project Aims within the Community Investment Plan are:

- Masterplan for Town Centre & St John's Hill
- Green Link Feasibility Study – cycling and walking route linking Sevenoaks and Dunton Green
- 20 mph Signage Scheme implementation (subject to public survey)
- Pedestrian Crossing at Dartford Road near Vine
- Pedestrian Crossing at Seal Hollow Road
- Electrifying No 8 Bus
- Wayfinding Signage
- Business Improvement District (BID) development
- Greatness Recreation Ground – consider and implement outcome of consultation
- Greatness Sports & Community Pavilion
- Refurbish St John's Hill Car Park Public Toilets
- Redevelop Oast House for Community Use

#### 4. The Mayoral Year & Civic Events



The Mayor, Councillor Claire Shea, was elected in May 2024 and the meeting was attended by existing and new Town Councillors.

The Charities the Mayor has chosen to support are Sevenoaks Welcomes Refugees and Sevenoaks Larder.

The Mayor has attended 88 events so far this year and the Deputy Mayor has represented her on 14 occasions.

At the Annual Council Meeting on 15 May 2023 Able Cadet Scarlet Burgess, Westerham Sea Cadets, was appointed as the Mayor's Cadet for the 2023-2024 Civic Year.

#### Peppercorn Rent Ceremony

On 21<sup>st</sup> July the Mayor attended the historic Peppercorn Rent Ceremony at The Vine.

The Vine Cricket Ground is one of the oldest cricket grounds in England. It was given to the town in 1773 by John, 3rd Duke of Dorset, owner of Knole House.

Tradition has it that the Vine Cricket Club must pay Sevenoaks Town Council a rent of one peppercorn per year for use of the ground and the Town Council, in turn, must pay Lord Sackville one cricket ball each year.

The Traditional Vine ceremony took place with Lord Robert Sackville, Mayor Cllr Claire Shea and Chair of Sevenoaks Cricket Club Hugo Tudor.



## Garden Party

On 10 September the Mayor hosted a Garden Party at the Bat & Ball Centre in aid of her chosen charities. The Westerham Sea Cadets helped arrange games for the children and a magician entertained everyone during the afternoon.

## Civic Events

### The Big Coronation Afternoon Tea

On 6 May 2023 Sevenoaks held the Big Coronation Afternoon Tea to celebrate the Coronation of King Charles III. The High Street, decked in flags and bunting, was closed to traffic and a traditional 'red, white and blue' street party was held. Thousands of local residents brought along cake and refreshments and enjoyed an historic and memorable afternoon together.



On **Armistice Day**, Saturday 11<sup>th</sup> November 2023, the Mayor laid crosses on the War Graves at Greatness Park Cemetery and prayers were said by Fr Robin, Vicar of St John the Baptist Church.

On Sunday 12<sup>th</sup> November 2023, **Remembrance Day**, the Mayor and Town Councillors, attended the Remembrance Day Service and Parade at The Vine War Memorial. Members of the local cadet forces were present, together with a large contingent of scouts and guides from several local groups.

Many community organisations laid wreaths on the memorial watched by approximately a thousand people who gathered to join in the remembrance service. Also present was Laura Trott MP, HM Deputy Lieutenant of Kent, the Lord Colgrain, Vice Chairman of Sevenoaks

District Council, Kent County Council representative and Sir David Wootton Freeman of Sevenoaks.

The Service was led by The Revd Canon Angus MacLeay of St Nicholas Church assisted by Rev. Angela Rigby representing the free churches in Sevenoaks.

### **International Women's Day**

On 8<sup>th</sup> March the Mayor hosted an event at the Bat & Ball Centre to mark International Women's Day, an annual global event which aims to celebrate the cultural, political and social achievements of women everywhere. The event, consisting of a lunch and talks from inspirational speakers, was attended by local businesswomen who also sponsored young women from local schools to attend.

Our thanks to the following for their generous sponsorship of this event:

FM Conway  
Specsavers  
Warners Solicitors

### **Presentation of Mayoral Painting**

In line with Town Council tradition, the Mayor presented a painting to add to the Town Council's Community Art Collection of local scenes by local artists which create a visual social history of Sevenoaks.

The large painting by local artist Lawrence Jenkins is the view from his window when he lived in Bradbourne Vale Road in 1988 depicting the lakes, a Bat & Ball Station train heading to Sevenoaks, the quarry on River Hill, the roof of (at the time new) Sainsburys, the old gas works, and a crow that used to imitate the ring of a mobile phone. Of course, within the painting there are also signs of everyday life from the 80's.

The painting which was also exhibited at the Royal Academy of Arts Summer Exhibition in 1999 is a valuable addition to the Sevenoaks Town Council's Community Art collection.



## 5. Bat & Ball Centre



Since its reopening in 2021 following extensive refurbishment, the new Bat & Ball Centre has flourished with both regular hirers and bookings for other events. This year we have hosted a wide range of activities including wedding receptions, business conferences, training courses, meetings, support groups, faith groups, birthday and other celebration parties, children's theatre, literary festival events, musical events, fitness groups, and family fun activities. The weekly Tea Dance continues to thrive and this year we saw the addition of monthly Jive and weekly Ceroc dances at the Centre.

We continue to receive positive feedback from hirers:

*"A great facility with outside space contained for kids. Parking great. We love this facility and have booked 3 times"* (May 2023)

*"Booking process was wonderful, facilities great, caretaker assistance perfect, overall impression of building lovely and car parking outstanding"* (May 2023)

*"The John London Hall is an excellent venue for a party! The lighting, air conditioning, dedicated small kitchen and toilet - perfect. Additionally, the ability to open the doors to the contained outside space is just brilliant - to allow some air and space, but not to let the party disperse. Parking and access is so easy. All absolutely excellent!"* 18th (September 2023)

*"...The hall itself is spacious, bright and welcoming, all the chairs and tables are clean and in good condition, with all the technology working. Having a large amount of free parking immediately outside the hall is a huge benefit, and in good weather the lovely garden area either provides a great outlook and feel of calm totally away from the nearby busy roads or somewhere to actually go out into."* (December 2023)



*“5-star rating. Lovely, clean centre with beautiful dance hall. Attractive gardens, plenty of parking and easy access” (January 2024)*

Regular hirers continue to attend half-yearly meetings of the Bat & Ball Centre User Group, a forum for users to share their views and, where applicable, make suggestions for improvements.

The Multi Use Games Area (MUGA) has been widely used throughout the year for various sports and sports practice sessions and has also been hired for children’s sports birthday parties.

**Harry Garrett Hall**



**John London Hall**



**Multi Use Games Area**



**Rear Garden**



For further information on the Centre and other room hire available, please visit our [Room and Hall Hire webpage](#), or contact [hallhire@sevenoakstown.gov.uk](mailto:hallhire@sevenoakstown.gov.uk)

## 6. Bat & Ball Station Building

Following the restoration of the Bat & Ball Station building, Sevenoaks Town Council has developed the building as a community facility with a range of activities for local residents and volunteers, as well as providing a beautiful heritage venue for hire.

### Railway Benches



Sadly, due to vandalism, the heritage platform bench at the station needed to be sent off to be restored by specialist carpenters. Alongside this bench, it seemed a great opportunity to get another matching bench in the same Southeastern & Chatham style. In September the benches were secured into their positions on platform 2 at the Station, one replacing a metal modern Southeastern bench.

Our thanks to the Railway Heritage Trust for the £1000 grant for the new bench.

### Cycle Friendly Certificate

Bat & Ball Station received another Cycle Friendly Accreditation, reaffirming our commitment to sustainability and being an eco-friendly space. The award means we have secure bike friendly storage nearby, a bike maintenance kit, list of local cycle repair shops, cycle clothing wall hook, and a warm friendly café for cyclists to visit.



Our planter, which is at the entrance of the station, has kindly been planted and maintained by Lynda our local gardener.

### The King's Coronation Activity

Prior to the Kings Coronation on the 6<sup>th</sup> May, we ran a workshop for families to make their own crowns to wear at the Sevenoaks Big Coronation Afternoon Tea celebration. It was a great success with over 30 children arriving and many buying refreshments at the station café during/after. We also had a few regular families attend who have attended other Station events in the past.



## Summer Arts & Crafts Workshops

An annual free arts & craft workshop for families in the local area to attend, no booking or tickets required. It was a lively event with over 25 children at each session, making all sorts of train themed crafts: houses and stations, conductor hat, train whistle, lots of trains, and colouring in! Train themed crafts is always a great hit for children under 6 years old! The station café was also busy supplying refreshments throughout the workshop.



## Heritage Open Day

We hosted a Heritage Open Day event on the 16<sup>th</sup> September at the Station, with a blend of activities for families to participate in and an opportunity for anyone to visit the Station. Over the course of the day we had over 300 attendees, a mixture of visitors from the older generation to younger families.

The day was broken down into different parts; a miniature exhibition and activities of Victorian inspired inventions; the telephone, gramophone, camera, and of course a steam engine. We were lucky enough to have Tonbridge Model Engineering Society volunteer their societies loco River Class Tank engine No 800, a Southern loco which was involved in the 1927 derailed crash between Dunton Green Station and Sevenoaks Railway Station, killing 13 and and injuring many more.



Throughout the day Thomas Crampton Tower Museum volunteers Janet and John presented a talk about Railway Engineer Thomas Crampton.

Queen Victoria and Prince Albert also attended, doing walkabouts at the Station and presenting a unique collection of Victorian memorabilia items.

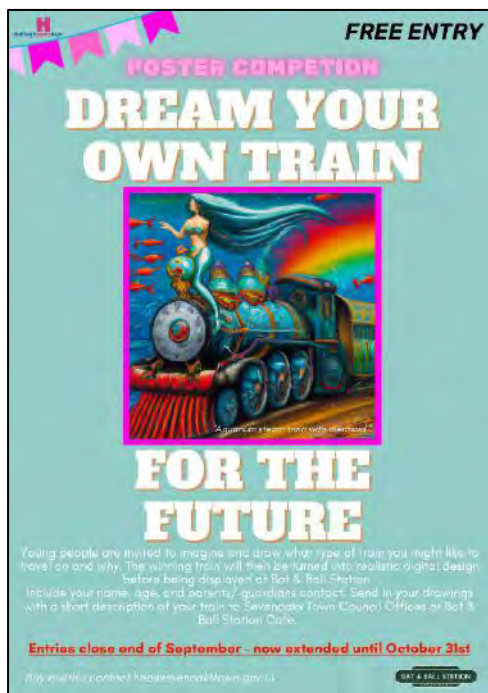
We displayed a collection of the Station's own Victorian clothing dress up.

If that wasn't enough, we also had 2 discovery maps for children and families; trails that enabled visitors to travel around the station and explore the different visual points. We designed a kid-friendly trail, where clues needed to be found, giving children a playful insight into their local history and why stations such as Bat & Ball should be preserved for the future.



### Heritage Open Day Poster Competition

As part of the Heritage Open Day we held a poster competition. Young people were invited to imagine and draw what type of train they might like to travel on and why. These trains could be crazy or sensible, up to each individual. A winner will be chosen and turned into a realistic digital design ready for display at Bat & Ball Station.



### Darent Valley Community Rail Partnership (DVCRP) & Sevenoaks Camera Club Exhibition

In May the Station hosted a collaborative exhibition with DVCRP and Sevenoaks Camera Club called 'New Views of the Darent Valley'. It was a successful exhibition with higher attendance than at other exhibition sites previously held by the Camera Club.



### Darent Valley Community Railway Partnership (DVCRP) Murals

The DVCRP secured funding to create and install murals to highlight the presence of local stations. There are two stations which will be improved by the murals, Sevenoaks Station and Bat & Ball Station, both of which were designed by Ola Sielicka a mural artist from London.



The Bat & Ball Station mural depicts an artist rendition of a Thomas Crampton Locomotive on one side and a Thameslink 700 on the other with the Station logo in the centre.



The Sevenoaks Station mural depicts the short popular journey of travelling from a green and vibrant Sevenoaks Town to London City.

Each mural went through a consultation period via an online survey and ballot boxes located in Sevenoaks Town Council buildings; both were well received by the public, with a high percentage in favour.

Work on the Bat & Ball Station mural began in February 2024.

Due to highway regulations, the Sevenoaks Station mural cannot be placed on the roadside bridge but is planned for installation on the brickwork inside the car park.

## Friends of Pontoise visit to Bat & Ball Station

We had a wonderful visit from Friends of Pontoise on the 20<sup>th</sup> May, an association based on the twinning of Pontoise in France and Sevenoaks Town. Formed 59 years ago in 1964, the Friends of Pontoise is an association based in Sevenoaks, Kent, whose membership comes from the town itself and the surrounding villages. During their visit, Friends of Pontoise visited our Station to learn about the renovation work, Thomas Crampton, painter Samuel Palmer, and author of the Railway Children Edith Nesbit. Sarah Newman from Darent Valley Community Rail Partnership presented the Station on our behalf in French, speaking of the importance of the partnership with the local Darent Valley train line and what the history has to offer. The visit went very well, and many left with new knowledge of our Bat & Ball Station.



Following the visit, Friends of Pontoise donated a picture to commemorate the event.

## Heritage Talk: St John's- the Past in Pictures

In the Autumn we created a new event called All Aboard Heritage Talks at Bat & Ball Station with the aim to showcase Sevenoaks' rich history and further afield, presented by a selection of historians, authors, and lecturers. Each talk would run on the last Thursday of the month (not every month) in the evenings.

On the 30<sup>th</sup> November we hosted the first talk by Ed Thompson, local author and historian in Sevenoaks, with a broad collection of published History books detailing the times and changes in and around Sevenoaks. At this evening talk, Ed brought to light the wonderful and nostalgic history of St Johns, remembering the smells of steam engines, small pockets of communities which are no longer there, and even familiar shops which have stood the test of time all through the 20th century.



There was a great turn out of around 25 people, with a few turning up on the day to purchase a ticket. The attendees came from a mixture of backgrounds, including some younger people who had moved to the area and would like to learn more about local history.

## Forget-me-not Café

Each month the Station hosts a dementia friendly Forget-me-not café, running every 2nd Wednesday of the month. The Forget-me-not Café is a place where anyone with memory loss, their carers or family may find friendship with likeminded people and also acts as a signpost to more formal help if so desired. Over the year we've had a great selection of speakers from the History of the Station Master, 20<sup>th</sup> century history of Sevenoaks, Elizabethan dress layers demonstration, and the History of the Stag Theatre. Each session has been supported by our brilliant Forget-me-not café volunteers Hazel, Abby, and Nicola. We've had a mixed turn out, with some sessions more busy than others. For 2024 we've decided to change the date to run on the last Wednesday of the month which will hopefully increase attendance numbers.



Our thanks to Kent County Council for the Cost-of-Living Grant of £840 towards the Dementia Café.

## Bat & Ball Station Café Supper Club

At the Café, we hold a Vegan Supper Club run by our Cafe Manager. Supper Clubs are a relatively new way of eating out, sometimes called 'Pop up restaurants' or 'Underground dining', allowing people access into another space that usually wouldn't cater such evenings. They are great for meeting new people, eating different food, and entering spaces that you usually wouldn't get access to or see. During 2023 there were 5 supper clubs, with a minimum of 12 people attending each evening.



## Christmas Crafts and Father Christmas Meet and Greet



At the beginning of December, Father Christmas made his special appearance at the Station, bringing all his Christmas cheer and presents for children who visited him at the Station.

The event was free to attend but ticketed to a limited number of 30 children. Children were able to make Santa and elf Christmas tree decorations from loo rolls, a paper wreath, reindeer hats, Christmas cards, and colouring in. Father Christmas greeted the attendees throughout the event, handed out gifts, and received Christmas cards. It was a very successful event, with the support of 3 helpful station volunteers Ben, Edwina, and Mike.

## 7. Finance

The Town Council approved a budget of £1,954,749 for 2023-24. General reserves brought forward were £459,542 (2022-23 £438,861) and earmarked reserves were £1,112,276 (2022-23 £1,238,778).

The 2023-24 Town Council budget includes income of:

- £1,370,074 from the precept paid for by Sevenoaks domestic ratepayers (council tax).
- £510,433 from fees and charges on facilities and services such as hire of community halls, Business Hub, sports pitches, markets, cemetery, Café on the Vine, rents and leases, and allotments.
- £74,242 from Council reserves (£94,242 to fund Bat & Ball Station Café during initial years of opening, offset by an increase of £20,000 revenue reserves).

The Council does not receive money from central government. As a result, it continues to be creative in the way that it funds and delivers services to the community. Capital projects for new and improved community facilities are funded from capital receipts, earmarked reserves, and grants, where possible. Earmarked reserves brought forward included £572,424.88 capital receipts and £209,821 Community Infrastructure Levy (CIL), income received for specific activities and projects. This money goes towards the funding of approved capital projects including the refurbishment of the skate park at Greatness Recreation Ground, batteries for the solar panels at The Stag Theatre and a tractor mounted disc seeder to help the grounds team to look after the open spaces.

The Council's income streams are positive, and the Bat & Ball Centre, markets and Business Hub are seeing a growing customer base.

Inflation is impacting on the cost of services and café income; however, we do not anticipate the Council's finances to be in a deficit position at the end of the financial year. It has also been agreed to offer a concession for the Bat & Ball Station Café and The Vine Café.

At the Council meeting held on 15th January 2024, Council approved a budget of £1,907,304 for 2024-2025. This will be funded by fees and charges of £428,800 (23%), a precept levy of £1,437,614 (75%), and transfer from reserves of £40,890 (2%) (£40,890 to fund Bat & Ball Station Café during initial years of opening.). For an average Band D house in Sevenoaks, the precept equates to £145.33 per year or £2.79 per week (an increase of £6.16 per year or 11p per week on 2023-24).



## 8. Sevenoaks Town Council's Grants to Voluntary Organisations

Sevenoaks Town Council continues to provide grants to local groups, who are invited to submit applications in August and January for consideration. The Council is also a major sponsor of the Stag Community Arts Centre and Sevenoaks Summer Festival.

In considering its budget for 2024 / 2025, the Town Council wanted to ensure that voluntary groups and organisations within the town, which provide such valuable services, were still able to access grant funding and to increase the budget for this.

At the same time the Town Council wants to continue to deliver services and retain and increase its General Reserves which are vital when needed to support the local community. Many local organisations benefitted from this during Covid.

The Town Council's Grant Budget for 2024/2025 includes the following:

£15,000	Grants for Local Organisations	(increase of 25%)
£8,000	Youth Grants	(increase of 105%)
£500	Youth Council	
£5,000	Sevenoaks Summer Festival	
£4,000	Greensands Common	(new grant)
£3,000	Darent Valley CRP	
£15,000	West Kent Community – Youth Projects	(new grant)
£27,000	Stag Community Arts Centre	

Groups which have benefited from the Town Council Grants during the year 2023-24 include:			
Sevenoaks Volunteer Transport Group	£750	Sevenoaks PHAB	£450
West Kent Mediation	£800	The Children's Workshop	£540
Friends of Pontoise	£350	Sevenoaks Counselling	£2000
Sevenoaks Three Arts Festival	£600	Hi Kent	£1000
Sevenoaks Literary Festival	£500	Baby Umbrella	£2600
South East Open Studios	£250	STEM (Science, Technology, Engineering, and Mathematics), Repair Workshops for HOUSE in the Basement	£375
Art in June Open Studios	£250	Sevenoaks Three Arts Festival, Young Musician of the Year	£600
Kent Youth Jazz Orchestra	£500	Sevenoaks Scouts- Litter Pickers	£250
Youth Resilience UK	£1,600	Sevenoaks Scouts – Room Hire	£1,335

Application forms and guidance notes can be found on the Town Council's [Grant Information webpage](#), with completed forms to be sent to [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

## 9. Council Meetings

Most Council and Committee meetings take place on Monday evenings, occasionally on other days, and are listed on the Town Council's [Committees and Meetings webpage](#).

Agendas for meetings are available to view on the website from the Tuesday prior to the meeting. Members of the public wishing to address a committee should notify the Town Council by 12 noon on the day of the meeting.

The Town Council continues to livestream its Council and Committee meetings on [YouTube](#): recordings are retained until the minutes are adopted at the next full Town Council meeting.

The following meetings took place during 2023-24:

Date	Committee	Date	Committee
02.05.23	Planning	30.10.23	Personnel
15.05.23	Annual Town Council	06.11.23	Planning
22.05.23	Planning	08.11.23	Youth Council
05.06.23	Planning	08.11.23	Youth Services
12.06.23	Finance & General Purposes	13.11.23	Open Spaces & Leisure
12.06.23	Town Council	20.11.23	Planning
19.06.23	Planning	27.11.23	Town Council
21.06.23	Sevenoaks Town Team	27.11.23	Finance & General Purposes
26.06.23	Community Infrastructure	04.12.23	Planning
28.06.23	Youth Council	06.12.23	Sevenoaks Town Team
28.06.23	Youth Services	11.12.23	Town Council
03.07.23	Planning	18.12.23	Planning
10.07.23	Open Spaces & Leisure	08.01.24	Planning
17.07.23	Planning	15.01.24	Finance & General Purposes
24.07.23	Town Council	15.01.24	Town Council
24.07.23	Finance & General Purposes	17.01.24	Youth Council
31.07.23	Planning	22.01.24	Planning
02.08.23	Sevenoaks Town Team	24.01.24	Youth Services
14.08.23	Planning	05.01.24	Planning
29.08.23	Planning	12.01.24	Open Spaces & Leisure
06.09.23	Youth Services	19.01.24	Planning
11.09.23	Planning	21.02.24	Sevenoaks Town Team
13.09.23	Youth Council	26.02.24	Town Council
18.09.23	Open Spaces & Leisure	26.02.24	Finance & General Purposes
25.09.23	Planning	04.03.24	Planning
02.10.23	Town Council	06.03.24	Bat & Ball Centre Users Group
02.10.23	Finance & General Purposes	11.03.24	Annual Town Public Meeting
09.10.23	Planning	18.03.24	Planning
11.10.23	Sevenoaks Town Team	20.03.24	Youth Services
18.10.23	Bat & Ball Centre Users Group	20.03.24	Youth Council
23.10.23	Planning	25.03.24	Personnel
30.10.23	Community Infrastructure		

## 10. Sevenoaks Business Hub



The Hub provides five private, lockable, office pods which means that hirers can operate as if they have their own premises, always leaving their IT and business papers etc. on site.

In the open plan area, there are 13 hot desks, which, as the name implies, means that hirers leave a clear desk each evening.

The facilities include:

- A meeting room for up to eight people
- High speed internet access
- Showers
- Kitchen/café area
- Informal lounge
- Free parking and an EV charger

Booking is extremely flexible with options from just half a day to a full month, and all bookings are renewable.

The office pods continue to be very popular. Whenever one becomes vacant then it is usually a matter of just a few days before it is re-let.

There is still plenty of scope to build on the hot desk business.

During 2023 the Town Team inaugurated joint marketing of the Sevenoaks Co-working businesses to include Lime Tree Workshop and Help Suites. This has resulted in posters being installed in the Town Council noticeboards, representation at the Sevenoaks Business Show and a joint interview on Biz Radio.



For further information, hire rates and to make a booking online, visit the [Business Hub webpage](#) on the Town Council website.

## 11. Open Spaces

The Open Spaces & Leisure Committee is responsible for maintaining a diverse portfolio of open spaces and facilities, including public open spaces such as Greatness Recreation Ground, Vine Gardens and Sevenoaks Common; play areas at Pontoise Close, Hillingdon Rise, and Mount Close; rugby and cricket pitches at Knole Paddock and Raleys Field; the War Memorial; Greatness Cemetery; Allotments; Sevenoaks Markets; and public toilets at Vine Gardens, St Johns Hill and Greatness. More details available on the [Services webpage](#) of the Town Council's website.

### **The Vine**

Vine Gardens continues to host a range of events making in the heart of the Town. This year we hosted the first Sevenoaks Climate Fair, bringing together parties interested in a sustainable future for our town and planet; an example of the exhibitors was a repair workshop for small electricals and electronics such as games consoles.

We also hosted two vegan Markets, the Lions' Beer Festival, a children's theatre show, Sevenoaks Sings Community Choir, the annual art display on the Railings by Sevenoaks Art Club and our usual programme of free music on the Bandstand during the Summer. A very well-attended tidy up day was held on the Vine as part of our preparations for Sevenoaks In Bloom.

### **Raleys Field and Knole Paddock**

The Town Council was delighted to receive confirmation of a grant from the Football Foundation under its 'Grass Roots' project which is aimed at improving football facilities at the lower club level. This will be spent on materials and external labour or the hire of machinery, enabling the Town Council to purchase more grass seed or fertiliser as needed, or pay for additional aeration by an external contractor, weed kill or apply top dressings or sand. The Grant scheme runs for 6 years which should mean that a steady improvement can be made to the facilities benefiting all sports played.

Our thanks to the Football Foundation for its Grass Roots grant award over 6 years, up to £3,200 in the first two years tapering down to £1,600 in years 5-6.

We are pleased to have this opportunity to improve the facility particularly as we now have a second football team playing regular matches with us at the weekend. Cricket use has also increased steadily with four clubs using the facilities regularly in the summer, this includes occasional 20/20 tournaments and a women/girls team tournament.

### **Sevenoaks Common**

We continue to maintain the Common and where possible to enhance the walking opportunities across it. The opportunity has arisen to extend this by linking Longspring Woods via footpaths, increasing walking opportunities in the area without crossing the highway.

## Longspring Woods

Sevenoaks Town Council is currently in the process of purchasing Longspring Woods, located in Kippington Ward where Oak Lane meets Fig Street (see map below).



This site comprises 14 acres of ancient woodland over 400 years old, the majority of which is also identified as a Biodiversity Opportunity Area – meaning that these woods present one of the best opportunities for enhancing biodiversity to provide the greatest possible benefit.

The decision to purchase the woodland was made by the Town Council on 26<sup>th</sup> February 2024, following a hugely successful pledge campaign that saw £102,975 pledged by members of the public, in addition to £100,000 from the Town Council's Earmarked Reserves from historic disposal of public green space.

The purpose of its purchase is to protect this important asset and enable community use for generations to come, supporting the retention of local wildlife and biodiversity and helping mitigate the effects of climate change.

Next steps for the site include adding it to the Town Council's Woodland Management Plan, and improving access by opening the site up to the public, enhancing the existing Public Rights of Way and creating links between Longspring Woods and Sevenoaks Common.

For more information please consult the [Feasibility Study](#) prepared for the purchase of Longspring Woods.

## Greatness Recreation Ground Improvements

From 8th August 2023 to 29<sup>th</sup> September 2023, Sevenoaks Town Council ran a consultation seeking public views on the following potential improvements to Greatness Recreation Ground:

New Football Pavilion, as proposed by Sevenoaks Town Football Club (STFC – see next section for more information)

Subsequent re-use of the existing Pavilion for the local community – with opinions sought on what this use should be

Refreshment of the play area – with opinions sought on what equipment would be desirable, as well as potential change of location

A Working Group comprising Town Councillors and local stakeholders will analyse the results of the survey, and to make recommendation to a future meeting of the Open Spaces & Leisure Committee on next steps.

*If you are part of a local relevant organisation with a material interest in the proposals for Greatness Recreation Ground, and you would like to be included in the Working Group, please contact [osl@sevenoakstown.gov.uk](mailto:osl@sevenoakstown.gov.uk).*

## Sevenoaks Town Football Club – New Football Pavilion

In September 2021, the Sevenoaks Town Football Club applied for and was granted planning permission to construct a new Football Pavilion at Greatness Recreation Ground. The proposed works include new covered stands, a club house and changing room facilities, as well as various landscaping works including car parking facilities and a new cycle/pedestrian path. It will also free up the existing Pavilion for community use, as per the above section.

Sevenoaks Town Council has committed £87,500 Grant funding towards the proposed project, to be taken from its Community Infrastructure Levy\* (CIL) Fund. This is match-funding provided in addition to the £787,500 CIL Fund granted by Sevenoaks District Council's CIL Board in December 2023, which brings the project's total current funding to £1 million. Work is expected to commence before September 2024.

Further information on the proposed works can be found on the [District Council's Planning Portal](#).

\*CIL is a levy paid by developers to the **District Council**, on new developments. Sevenoaks Town Council receives 25% of all CIL paid on new developments within Sevenoaks Town, which must be used to fund community infrastructure projects that will benefit the local community and support the new development. For more information on CIL visit the [Community Infrastructure Levy webpage](#) on the District Council's website.

The Town Council has the ability to bid for infrastructure projects from the CIL balance held by SDC.

## Greatness Recreation Ground Skatepark

A significant refurbishment of the Skate Park at Greatness took place during October 2023. A re-launch event was held during the half term holiday with skateboarding workshops hosted by top county professionals, competitions for different age groups, and live skateboard and BMX demonstrations. It was well attended with approximately 200 young people engaging throughout the day.



## Tree Planting

Sevenoaks Town Council has a policy to plant trees throughout the town and to include fruit and nut trees where possible.

It also operates an Adopt a Tree programme which encourages people to consider the purchase or adoption of a tree as a gift for a significant occasion or as a memorial for a loved one. For more information, please see our [Adopt a Tree Scheme webpage](#).

Examples of trees planted include a Rowan at Pontoise Close, A Cherry in the Vine Gardens and a Crab apple on the Vine Waste.



In December, the Mayor planted an Oak tree (*Quercus Robur*) in Greatness Recreation Ground to commence the replacement of trees lost in a fire earlier in the year.

### Sevenoaks Society Donation of Trees

Following a generous donation by the Sevenoaks Society, further planting of native trees will be placed at Greatness Recreation Ground, on the bank adjoining Mill Lane and the playground.

Our thanks to the Sevenoaks Society for its donation of £300 for tree planting.

## Tree Health and Safety

The year saw an increase in dangerous amounts of dead wood and dead/dying trees which needed to be attended to, some of which were of a size and complexity that tree surgeons were employed to carry out the task.

**If you go down to the woods today,  
You are sure to see a nice surprise.....**



In February, the Open Spaces Team repaired the steps on the path from Brittain's Lane to The Middlings and installed a new post and rope handrail to help negotiate the sometimes-slippery path. They also installed a new post and rope handrail at Millpond Wood. Positive feedback from residents included:

*"I would like to say a big "thank you" to you for making our steps down into Middlings Wood safer and for providing a new handrail. It is a great asset for those of us less able bodied."*

## Lower St John's Toilets Refurbishment

Providing and maintaining public toilets is an ongoing challenge, but the Town Council is committed to providing the best facilities it can for the local community.

In February the lower St John's Toilets were completely refurbished. The previous arrangement of male, female and disabled toilets was modified to provide two unisex cubicles with easy access to one for disabled people, along with baby changing facilities in both. The aim was to provide a safe clean welcoming environment for all users.

## Rheinbach Gardens

In October, a small group of local residents joined Cllr Granville in planting the garden borders at Rheinbach Gardens with drought-tolerant herbaceous plants, shrubs and bulbs.





## Greatness Cemetery



Greatness Cemetery continues to provide a popular and peaceful refuge for the bereaved of all faiths and denominations.

The site has a fine collection of mature trees from the old parkland estate and the Grade II listed Kraftmeier Mausoleum.

### Cemetery Chapel

Improvements were made to the Cemetery Chapel this year to help enhance the experience for visitors. Artificial silk flowers were purchased for the vases which stand either side of the dais; two interpretation boards have been installed in the foyer of the chapel to help explain the unique features of the park; and two monitors placed, one either side of the dais steps, to allow the showing of still and video images during a service.



### Allotments

Sevenoaks Town is home to two allotment sites which are managed by Sevenoaks Town Council: Bradbourne Vale and Quakers Hall. Both sites offer plots of varying sizes, Bradbourne Vale allotments have about 35 plots whereas Quakers Hall allotments are considerably larger and offer 7 times more plots at a whopping total of 250.



The standard plot size is designed to feed a family of 4 which has been noted to be 250 square metres, however this has changed throughout the years and a plot can now be of

any size; plots of nearly 400 or as little as 40 square metres are currently let to our tenants at our Quakers Hall site; there's something for everyone!

The Bradbourne Vale site is currently full, with a short waiting list, and because the site is so small, plots don't often come up for rent. Whilst the Quaker's Hall site also has a waiting list, the waiting time is significantly shorter, and some tenants have been able to find their perfect plot in as little 2 months.

The Sevenoaks Allotment Holder's Association is the heart of the Quakers Hall Allotments with the trading centre being a longstanding hub for cooperation and friendly advice. The community has enjoyed and continues to participate in numerous events such as the monthly 'Mug and Muffin' and yearly 'Apple Pressing Sunday'.

Due to the increasing challenges facing us from climate change and inflation, having an allotment can play a significant role in the fight to preserve our environment and allows us to become more cost-effective. Being in the outdoors is also vital for our mental health; it can be a source of solace in times of stress - so the benefits don't stop!

If you or anyone you know is interested in taking on an allotment, please contact the Allotments Officer at [allotments@sevenoakstown.gov.uk](mailto:allotments@sevenoakstown.gov.uk)  
Happy Gardening!

## Play Provision

Each year Sevenoaks Town Council hosts free summer play activities at a variety of locations around the town during the August school holidays.

## Family Fun Day (Funded by Sevenoaks District Council)

As part of the District Council's summer play provision, the Town Council hosted a Family Fun Day at Greatness Recreation Ground in August. Additional activities funded by the Town Council were a drummer and a magician.

## Children's Theatre Shows

We were pleased to provide our popular free children's theatre shows again during August at the following venues: Greatness Recreation Ground, Pontoise Play Area, Vine Gardens and Bat & Ball Centre. This year's production was Goldilocks & Friends. All shows were well attended.



## South & South East In Bloom Awards 2023

### SEVENOAKS WINS GOLD!

Sevenoaks celebrated winning Gold Awards for this year's South & South East in Bloom Competition for the Town Centre, The Vine and Upper High Street Gardens.

HOUSE in the Basement Youth Café also won the accolade of 'Thriving' with It's Your Neighbourhood entry.

In Bloom is a great opportunity for volunteers to have an impact on the town: if you would like to help and support as part of the In Bloom team please contact Ann White at Sevenoaks Town Council for details of how to get involved – [dtc@sevenoakstown.gov.uk](mailto:dtc@sevenoakstown.gov.uk)



### Vine Green Flag Award



In 2023, The Vine was re-accredited its Green Flag status, the international quality mark for parks and green spaces. The Vine is among 2,127 parks and green spaces in the UK that have received a prestigious Green Flag in 2023.

### Roadside Advertising and Highway Banners

The Town Council enables local community organisations to advertise via a highway banner or roadside boards, subject to terms and conditions, for a maximum period of two weeks. This restriction enables more local community members to advertise their events during the year. For more information contact: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

## 12. Sevenoaks Markets

Sevenoaks Town Council manages the following Sevenoaks Markets:

Wednesday Market next to the Bus Station 8am to 2pm

Saturday High Street Market 9am to 4pm

Saturday Bligh's Market 9am to 4pm

Bligh's Christmas Market 9am to 4pm (every day for the two weeks prior to Christmas)

The Town Council is committed to maintaining and developing the markets in Sevenoaks Town, reflecting its Market Town status.

In March 2022 the Council renewed its 5-year licence to operate the Saturday Bligh's Market; and in April 2023 the Town Council was successful in its tenders to Sevenoaks District Council to continue to operate the Wednesday and Saturday Markets in Sevenoaks Town.

Residents continue to show enthusiastic support and appreciation for our local traders who bring a range of high-quality goods to the town. This year the Mayor was delighted to make presentations to long standing market traders as an appreciation of their dedication and importance to the community of the town.



Billy Westley has been trading fruit and vegetables at Sevenoaks Market for 40 years

John & Alice Woods run a flower stall. John has been a market trader in Sevenoaks for 50 years.



## 13. Community Events

### Christmas Lights Switch On



The Town Council was pleased to hold its traditional Christmas Lights Switch On event on 24<sup>th</sup> November, ushering in the festive season in Sevenoaks. Despite the cold weather, thousands of residents attended enjoying the live entertainment, fairground, Father Christmas Grotto, stalls, food and drink and, of course, the highlight of the evening, the switching on of the Town's lights by the Mayor and the Panto Cast!



Our thanks to the following sponsors for their generous contributions:

- Manak Solicitors
- Specsavers
- Bligh's Meadow

Thanks also to the following for donations towards the Christmas Lights:

- Oaks Flooring
- Cote Sevenoaks
- Chic et Tralala

## Second Design a Christmas Light Competition

Following the success of last year's Design a Christmas Light Competition, Sevenoaks Town Council again invited children under the age of 11 to submit their designs for a new Christmas Light for Sevenoaks Town Centre. There was a great response, and the Town Council would like to thank all the children who took the time to send us their fantastic artwork.



Congratulations go to this year's 6-year-old winner, for her wonderful Christmas Angel which has been turned into a fantastic Christmas Light.

The light was installed at The Stag Theatre, and the winner and her family attended a switch on ceremony with the Mayor, Councillor Claire Shea, and Andrew Eyre, Chief Executive of The Stag.

### 14. No.8 Bus

In September 2020 KCC agreed to provide two years' funding and operate the No 8 bus. The purchase of an electric No 8 bus is within the Town Council's Number 1 Priority of addressing climate change. The Town Council has campaigned for the continuation of this and other bus services. In November 2023 the Town Council submitted a bid for funding to the District Council's Community Infrastructure Levy Board for the purchase of an electric bus. The bid wasn't successful however the Town Council was invited to re-apply with some modifications to its application.

### 15. Town Twinning

Sevenoaks is twinned with Pontoise in France and Rheinbach in Germany. The Town Council continues to support both town twinning associations. The Friends of Pontoise and the Friends of Rheinbach promote cultural understanding and exchange visits, and welcome new members. For more information, please visit their websites:

[www.friends-of-rheinbach.org.uk](http://www.friends-of-rheinbach.org.uk)

[www.friendsofpontoise.com](http://www.friendsofpontoise.com)

## 16. Youth Provision



The Youth Services Committee oversees the management and development of the HOUSE in the Basement Youth Café (known as HitB). It is a safe space for young people to relax, meet with their friends, make new friends, get

information and advice and support with homework, and take part in a range of activities including music, art projects, chess, pool, board games and video games. Low-cost hot meals are available.

The Youth Café is open: Tuesday 5.00 - 8.00pm (SEN Club); Wednesday & Friday 4.00 – 8.00pm; Saturday 2.00 – 8.00pm.

Our thanks to Kent County Council for the Cost-of-Living Grant of £1,160 towards the staff costs for the SEN evenings.

The manager, Daren Mountain, is supported by casual staff and volunteers from Sevenoaks Area Youth Trust.

During the last year HitB has seen a steady increase in attendees. The youth workers have undertaken out-reach work to local schools and detached work at events such as the Coronation celebrations, and Christmas Light Switch On.

Over the course of the year a range of events, activities and trips were held, including:

In April 2023, House in the Basement celebrated its **10<sup>th</sup> anniversary**, having seen over 1700 young people come through its doors since opening in 2012.

With funding from the Youth Services Committee, **Repair Workshops** provided by Team Repair were held, with young people repairing retro games consoles.

40 young people took part in a **visit to Broadstairs** during the summer holidays.

Working with West Kent Housing Youth Services, House in the Basement held a **Halloween Silent Disco** at the Bat & Ball Centre.

Following the refurbishment of the **Skate Park** at Greatness Recreation Ground by the Town Council, a **re-opening event** was held, provided by Kings Ramps with pro-skaters and BMX riders demonstrating their skill. The event was also an opportunity for an outing for HitB's amazing inflatable dart board!

A number of amazing meals through the year, including a **Christmas Party**, with food being provided by Perfect Cuisine.





The Youth Café is also available for hire.  
For further information contact: [hallhire@sevenoakstown.gov.uk](mailto:hallhire@sevenoakstown.gov.uk)  
Or check out the [House in the Basement website](#).

### Youth Mentoring Project

In the 2023 HitB continued to work with Sevenoaks District Council on the Young Mentor Project. The project was awarded Youth Group of the Year by Sevenoaks District Council and was given a Certificate of Excellence by the iese.





## **Grant to West Kent Youth Services**

Following Kent County Council's decision to stop funding voluntary sector youth services across Kent districts, the Town Council agreed to provide a contribution of £15,000 for the West Kent Housing, Sevenoaks District Detached Youth Work Project for 2024-2025, to enable West Kent Housing to maintain the detached youth service in Sevenoaks District during 2024/25.

The funding was approved for one year, to enable West Kent Housing to continue to provide the service whilst developing a funding plan for a long-term project starting in April 2025.

The Chair of the Youth Services Committee commented:

*“The timing of KCC’s decision to withdraw funding for all external youth services placed West Kent Housing’s detached youth worker position under threat. Their street-based service has been key in managing anti-social behaviour in Sevenoaks over the summer months. Sevenoaks Town Council took the decision to provide interim funding alongside other partners to ensure a continued service whilst WKHA source more long-term funding options.”*

## **Sevenoaks Youth Council**

Sevenoaks Youth Council meetings are held approximately every six weeks in either the Town Council Offices or the HOUSE in the Basement Youth Café. Since its inception in 2009, the Youth Council has been a valuable forum for initiating and developing ideas and events and raising awareness of issues of concern for young people in Sevenoaks. All young people aged 11 to 18 who live or attend school in Sevenoaks are welcome to attend. Meetings are held at 6pm on Wednesdays.



Elections for the current Youth Council were held in Autumn 2023. 18 young people were elected for the two-year term of office, 2023-2025, representing the following schools: Cobham School, Knole Academy, Radnor House, Sevenoaks School, Solefield School, Tunbridge Wells Boys Grammar School, Trinity School, Walthamstow Hall, Weald of Kent, Whitgift, and Judd School.

The new Youth Council held a workshop to share ideas and identify the priorities for their term of office; these included environmental concerns, mental health and wellbeing and community.

Being a Youth Councillor is an opportunity to gain an insight into local democracy, to provide a voice for young people in our town, to work together and make a real contribution to your local community. If you are interested in joining please visit our [Sevenoaks Youth Council website](#), or contact: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

## 17. Planning

### Planning Committee

Sevenoaks Town Council is a Statutory Consultee to the Local Planning Authority, Sevenoaks District Council, on planning applications received within Sevenoaks Town area. As such, it is consulted for its **recommendation** on most types of planning applications, which primarily consist of Full, Householder and Listed Building Consent. The Planning Committee's recommendations help to inform the District Council's decision on whether to approve or refuse a planning application by adding a local perspective.

The Planning Committee meets every two weeks to discuss planning applications submitted within the Sevenoaks town area, and a wide array of associated planning matters.

The Committee actively seeks to maintain and enhance the positive features of Sevenoaks town, while promoting sustainable growth to help maintain the long-term economic and social stability of the town.

Meetings are open to the public, who are able to register to speak on either an item or planning application on the Agenda, or on any other related planning matter.

Planning Committees are held primarily at the Town Council Chambers, although the Bat & Ball Centre may be used as an alternative for meetings when a larger number of public is expected to attend. The venue will always be announced on the Planning Committee Agenda, which is published on the Tuesday preceding each meeting.

Meetings are live-streamed and uploaded onto YouTube, where they remain available for public to watch until the Minutes of that meeting have been ratified by the next meeting of the Town Council. This audio-visual feature also allows for hybrid meetings so Committee members or registered speakers and/or presenters may attend virtually. Members of the Committee attending via Zoom may take part in discussions but are not permitted to vote on matters under consideration, as they do not legally constitute as being 'present' at the meeting.

### Planning Applications

During 2023/2024 the Town Council will have commented on circa 400 planning applications submitted within the Sevenoaks Town Council area. It has supported Sevenoaks District Council in its refusal of applications via a number of virtual and in-person representations at Development Management Committee.

## Sevenoaks Town Neighbourhood Plan (STNP)

The Sevenoaks Town Neighbourhood Plan went to Referendum on 4<sup>th</sup> May 2023 – the date of which was decided in order to coincide with the 2023 District and Parish elections, with the hope that it would encourage a larger number of people to engage with the document and respond to the Referendum. The turnout did indeed end up being slightly higher than the last reported average (2019) of 32%, with **38% of Sevenoaks Town’s electorate having voted, and 4,294 votes having been received in its favour.** Full breakdown of the results can be viewed below:

	Number of Votes	Percentage
Number of votes cast for 'No'	1,292	22.0%
Number of votes cast for 'Yes'	4,294	73.1%

The number of ballot papers rejected was as follows:		Number of ballot papers
A	want of an official mark	0
B	voting for more answers than the voter was entitled to	13
C	writing or mark by which voter could be identified	1
D	being unmarked or wholly void for uncertainty	271
Total		285

Electorate: 15,185      Ballot Papers Issued: 5,871      Turnout: 38.66%

The Plan was subsequently adopted, or “made” by the Local Planning Authority (Sevenoaks District Council) and now forms part of the local development framework. It has since been used by District Council Planning Officers to decide over 160 plans, supporting over 150 approval of planning permissions and over 10 refusals. It has also helped Planning Inspectors to decide the outcome of various local appeals, adding weight to the local development framework.

The Town Council has set up a Monitoring and Implementation Working Group to oversee the successful application of policies against local development proposals, as well as to review and make recommendations on future projects as supported or committed to by the STNP. Membership is fluid and open to any local business or organisation within Sevenoaks Town who wish to be represented and have a say in future projects to improve Sevenoaks.

The STNP will be kept up to date via a Review, to take place 5 years from the date of its adoption (23<sup>rd</sup> May 2023). This will be fed into by Annual Reports, which will track how the STNP has been applied throughout the year. The first of these is due to be published in May 2024, following its approval by the Monitoring and Implementation Group on 7<sup>th</sup> May 2024, and the Planning Committee on 20<sup>th</sup> May 2024.

Further information, as well as Agendas and Minutes of the Monitoring and Implementation Group can be found via [Working Group’s webpage](#).

## **Proposed 20MPH Speed Limits in Sevenoaks Town**

On 30<sup>th</sup> September 2022, Kent County Council (KCC) launched a consultation on proposed 20mph speed limits within Sevenoaks Town. This had been preceded by the receipt of five petitions from the public to KCC and Sevenoaks District Council (SDC), requesting various 20mph speed zones and thus providing sufficient evidence of a local desire for speed reductions.

The results of KCC's consultation were received by SDC's Joint Transportation Board (JTB) in December 2022, who decided that, due to the mix of responses, the proposals should be amended by a Working Group and reconsulted on.

A Working Group was formed, consisting of Joint Transportation Board members (on which Sevenoaks Town Council did not have a representative), and Kent County Council Officers. The plans were amended as per feedback received from the initial public consultation, with roads which received high support being retained, and those strongly opposed being eliminated.

Having recently progressed the STNP, which supports 20mph zones near schools and some residential areas, as well as being the proposed financier of the scheme, Sevenoaks Town Council felt it was best suited to conduct this second consultation as required by the JTB. A special edition of the Town Crier was produced and sent to all residences within Sevenoaks Town, containing an Information Pack and survey. The consultation ran between 1<sup>st</sup> November 2023 – 14<sup>th</sup> December 2023, with over 2500 responses having been received.

The results of the consultation have been provided to KCC and the Sevenoaks JTB for their consideration.

Although the current key promoter, as well as proposed financier of the scheme, Sevenoaks Town Council is not the decision-maker and does not have an input on whether it be approved, rejected or amended. This authority belongs to the JTB and KCC, via the legal process entered into by the creation of a Traffic Regulation Order, as part of the initial public consultation. The results of STC's second consultation are due to be considered by the JTB on 20<sup>th</sup> March 2024, and a decision expected forthwith. Details of the meeting can be found via the [Sevenoaks JTB webpage](#) on the District Council's website.

## **Sports Strategy Review**

In 2015, Sevenoaks Town Council published its Sevenoaks Town Sports Strategy, which was created as part of the evidence base for the STNP and made recommendations on key projects to improve sports provision within Sevenoaks Town. This document has since resulted in over £1.2 million being invested into sports provision for the Town, with most of the priority projects having since been delivered.

STC is now looking to create a second Sevenoaks Town Sports Strategy, to update and build upon the previous one. A Working Group has been set up to facilitate this process, with representatives of local sporting organisations and businesses being invited to be involved. Membership is fluid and new representatives may join at any to input into the second Sports Strategy.

On 22<sup>nd</sup> January 2024, STC launched a survey to audit existing facilities as well as future need for local sports provision. Results of this will be presented to the Sevenoaks Town Sports Strategy (STSS) Working Group, when next steps shall be agreed.

Further information, as well as Agendas and Minutes of Sevenoaks Town Sports Strategy Group can be found on the [Working Group's webpage](#).

## Highway Improvement Plan

Kent County Council's Highway Improvement Plan process provides local town and parish councils the opportunity to list and receive support in progressing their top priorities for highway improvements. STC is optimistic that it will be able to deliver, alongside KCC and with support from KCC Cllr Richard Streatfeild, a number of its smaller priorities throughout the next financial year. Its most significant and top priority will be subject to the decision of the JTB, as this relates to 20mph speed limits.

Copy of the most recent version of STC's Highway Improvement Plan is available to view via the link at the bottom of the [Planning Committee's webpage](#), with any updated versions to be uploaded underneath.

## Speed Indicator Device

In February 2023, Sevenoaks Town Council invested in a Speed Indicator Device (SID) to be installed and periodically moved between the below three locations within Sevenoaks Town. The purpose of this device is to reinforce the 30mph speed limit in roads near schools which had been identified by the previous term's (2019-2023) Town Councillors as being especially prone to speeding:

- Bradbourne Vale Road near the entrance to the riding school (facing West)
- St Johns Hill near the Church (bidirectional)
- Brittains Lane near Beaconfields (bidirectional)

The equipment remains in each of its five allocated positions for 8 weeks each before being moved to the next location. This is in order to comply with traffic sign regulations, with the added benefit that it limits the effects of "sign blindness". Also known as "inattentive blindness", this can occur when a driver sees the same traffic signs every day, and therefore stops being as aware of and adhering to them.

**The following schedule for when and where the SID will be located is outlined below, and will be reviewed again in February 2025:**

Bradbourne Vale Road facing WEST (affecting East-bound traffic)	22 <sup>nd</sup> November 2023 – 17 <sup>th</sup> January 2024
St Johns Hill near Holly Bush Lane NORTH (affecting South-bound traffic)	17 <sup>th</sup> January 2024 – 13 <sup>th</sup> March 2024
St Johns Hill near Holly Bush Lane SOUTH (affecting North-bound traffic)	13 <sup>th</sup> March 2024 – 8 <sup>th</sup> May 2024

Brittains Lane by Beaconfields facing NORTH (affecting South-bound traffic)	8 <sup>th</sup> May 2024 – 3 <sup>rd</sup> July 2024
Brittains Lane by Beaconfields facing SOUTH (affecting North-bound traffic)	3 <sup>rd</sup> July 2024 – 28 <sup>th</sup> August 2024
Bradbourne Vale Road facing WEST (affecting East-bound traffic)	28 <sup>th</sup> August 2024 – 23 <sup>rd</sup> October 2024
St Johns Hill near Holly Bush Lane NORTH (affecting South-bound traffic)	23 <sup>rd</sup> October 2024 – 18 <sup>th</sup> December 2024
St Johns Hill near Holly Bush Lane SOUTH (affecting North-bound traffic)	18 <sup>th</sup> December 2024 – 12 <sup>th</sup> February 2025

## 18. Sevenoaks Town Team



Established in 2011, Sevenoaks Town Team is a Sevenoaks Town Council initiative bringing together a wide range of people

from the local community to establish Sevenoaks as a prosperous and vibrant place to visit, shop, and do business. Cllr Tony Clayton is Chair, and Maxine Morgans of Specsavers is Vice Chair.

Contact [townteam@sevenoakstown.gov.uk](mailto:townteam@sevenoakstown.gov.uk) for further information and details of events.

### Town Team Projects in 2023

#### High Street Safaris

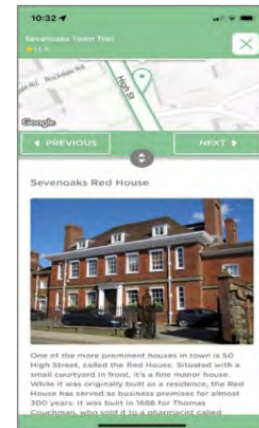


These interactive digital trails are provided for families to have fun, and at the same time encourage pedestrians into the town centre to visit town centre shops and leisure facilities. Two trails were held this year, one for the Coronation and the second for Christmas. Interest in the trails is growing steadily with a good number of businesses offering to host the trail vinyls and increasing numbers of people taking part – 300 at Christmas 2023.

### Sevenoaks Town Trail

In 2021 Sevenoaks launched a self-guided walking trail taking in 23 historic sites and buildings, mostly in the town centre.

The trail is on the TrailTale app which is a free to use attraction.



### Sevenoaks Business Awards

Sevenoaks hosts an annual Business Awards celebration at the Bat & Ball Centre. It is the centrepiece of the business year in the town, and well supported by both sponsors and competing businesses.

In 2023 the event reached new heights with 28 businesses entering and 22 featuring in the “Customer Choice” category. The Awards event was sold out with 120 guests attending. Barry Dennis of The Anchor pub won the award for a significant contribution to the economy and life in Sevenoaks.



### Public Realm Improvements

During 2022 a major scheme was undertaken to refresh the public realm in the town centre. This included painting 80 lamp posts, 55 bollards, belisha beacons and some of the waste bins.

During 2023 the highway railings at Seal Hollow Road/High Street were painted and in 2024 the railings at Pembroke Road/London Road will be done.



In 2023 a secondary scheme was undertaken to similarly treat the street furniture in St John's Hill, Wickenden Road and St James Road.

We were very grateful to receive Levelling Up funding for:  
Bollards for St John's Hill pavement  
Painting of lampposts, Belisha beacons and bollards in St John's Hill and the Hollybush end of Dartford Road

### Sevenoaks Business Show

This is another annual event which is held at the Bat & Ball Centre. Around 30 businesses take part and the majority plan to return in 2024. For the third time, Clive Emson Auctioneers were the main sponsor.



Our thanks to the following sponsors for their generous contributions:  
Clive Emson Auctioneers  
Sevenoaks District Council  
Thackray Williams  
FM Conway



## Vegan Markets



In addition to Sevenoaks' three traditional town centre weekly markets, Vegan markets have been introduced. Each event attracts about 30 stalls. They are held in Vine Gardens, which provides the opportunity for live music to be played on the bandstand. These markets are held on the first Saturday of April and October.

## Best Dressed Window Competition

Competitions were held in 2023 for both the Coronation and Christmas. These competitions generate a great deal of interest, and many businesses take part. One theme which is developing is the painting of windows and recognising the efforts of the charity shops to use "recycled" materials there are now three categories to be judged, retail, non-retail and charity shop.



## Shop Survey

A survey of all the ground floor "shop" properties in Sevenoaks was undertaken in March 2023. This included businesses such as dentists, Stag, car dealership etc. Of the 313 premises identified, just 6.1% were vacant at that time. This was against a national average of 14.1%.

The survey categorised business into type such as restaurant, charity, estate agent etc and will be used in subsequent years to track changes and trends.

## Holly Party



Recognising that not every business can afford typical staff party costs of perhaps £60-80 per person, the Town Team has created an event which is far more manageable. In 2023 at just £25 partygoers enjoyed an evening with a Jersey Boys tribute band and June B entertaining, with a superb buffet provided by Perfect Cuisine.

## Wayfinding Scheme



The directional signage in Sevenoaks is very poor so the Town Team is leading a project to address that. The broad parameters and matters to consider have been identified and a detailed scheme is now being designed. The search is on to secure funding to implement this project.

## 19. Town of Sanctuary

In June 2023, Sevenoaks Town Council and Sevenoaks Welcomes Refugees were delighted to have been accredited with the first Town of Sanctuary award for the town of Sevenoaks.

Cllr Claire Shea, Mayor of Sevenoaks said: *'I am delighted that Sevenoaks has been recognised by the City of Sanctuary programme. Through Sevenoaks Welcomes Refugees and through the individual actions of Sevenoaks people opening their homes and lending their time and skills, I believe we extend a warm welcome to those who arrive here in very difficult circumstances. I am so glad that, as a Town Council, we have worked with Sevenoaks Welcomes Refugees to achieve this status and to weave care for refugees into the fabric of all we do'.*

The City of Sanctuary movement is to encourage a more welcoming UK for people forced to flee their homes.

City of Sanctuary is a vast network of ordinary people around the country stepping up to support people seeking sanctuary in our communities. From community groups to schools and universities, local councils to libraries and theatres, City of Sanctuary works with individuals, groups, and organisations in every area and in every sector to encourage inclusivity, solidarity, and compassion for people from a forced displacement background. The Sanctuary Awards programme recognises and celebrates the organisations and institutions going above and beyond to create welcome, compassion and empowering opportunities for people seeking sanctuary.

The City of Sanctuary Local Authority Network is a movement of local councils who are working to create a culture of welcome, inclusion and empowerment for people seeking sanctuary. City of Sanctuary status is normally accredited to principal councils e.g., Districts and County Councils.

*Maggie Filipova-Rivers, Regional Coordinator, City of Sanctuary said: ‘We all have a part to play in building a culture of welcome, inclusion and empowerment for people seeking sanctuary. We are thrilled that our very first Town Council has received recognition for its ongoing work to support those fleeing violence and persecution. They have clearly demonstrated that they are embedding inclusion and welcome across a variety of council services and that they are working collaboratively with key local organisations and people with lived experience to enable them to rebuild their lives in Sevenoaks’*

*Chris Hix from Sevenoaks Welcomes Refugees said: “Sevenoaks Welcomes Refugees is delighted that our town has been officially recognised by the City of Sanctuary movement as a Town of Sanctuary, the first one in the whole country. Since we started SWR in 2017 it has been wonderful to see the support of people across the whole district in welcoming and helping refugees from many countries, and the backing of the Mayor and Town Council will help us to strengthen the welcome to people who are in so much need”.*

CLlr Libby Ancrum, Deputy Mayor who initially recommended applying for the Town of Sanctuary said: *“As a member of the Town Council, I am particularly pleased to see STC recognising and collaborating with the work being done towards inclusivity in our community. This award helps us to set a framework for cooperation together as a community to welcome refugees as our neighbours. A proud moment for Sevenoaks”.*



## 20.Summary

In 2024 Sevenoaks Town Council will celebrate its 50<sup>th</sup> year since creation in the 1974 reorganisation of local government.

This reports only highlights what has been achieved in the last year.

We take this opportunity to thank all the past elected Town Councillors over the past fifty years who gave up their time voluntary to help make Sevenoaks the place it is today.

Who knows what the next fifty years will bring for Sevenoaks, our hope is that the Town Council will remain central to bringing local government, local voluntary organisations, local businesses, and residents together to protect and enhance the local community.



# Functions & Facilities provided by Sevenoaks Town Council

## Precept

Sevenoaks Town Council's total revenue budget for the 2024/25 financial year is £1,437,614 per annum. The average Band D house would pay £145.33 per annum equating to £2.79 per week.

## OPEN SPACES & LEISURE

### ALLOTMENTS:

*Bradbourne Vale Road  
Quaker's Hall Lane*

BETHEL ROAD BURIAL GROUND

BRITTAINS COMMON

BRITTAINS LANE WOOD

GREATNESS RECREATION GROUND

THE GREEN, HILLINGDON RISE

HANGING BASKETS

HORSE TROUGHS (*Old Police Station,  
Rheinbach Gardens, St Botolph's Road*)

JUDD'S PIECE

### LAND AT:

*Letterbox Lane  
Littlewood  
Tonbridge Road*

MUGA (Multi Use Games Area)

MIDLINGS WOOD

MILLPOND WOOD

PLANTERS (*The Shambles, Dorset Street, Pembroke Road, London Road, Buckhurst Lane*)

THE POUND, POUND LANE

RALEY'S FIELD & KNOLE PADDOCK

RHEINBACH GARDENS

SEVENOAKS COMMON

SPORTS PITCHES

UPPER HIGH STREET GARDENS

VINE CRICKET GROUND & PAVILION

VINE GARDENS

*Public toilet, telephone kiosk with  
defibrillator*

WAR MEMORIAL

WHITE HART BEECHES

WOODSIDE ROAD OPEN SPACE

## CAR PARKS

RALEYS CAR PARK

## PLAY AREAS

BUCKHURST LANE PLAY AREA

GREATNESS RECREATION GROUND & PLAYGROUND

HILLINGDON RISE PLAY AREA

JULIANS MEADOW & PLAYGROUND

KIPPINGTON MEADOW

MOUNT CLOSE OPEN SPACE & PLAYGROUND

PONTOISE CLOSE OPEN SPACE & PLAYGROUND

## SERVICES

BAT & BALL CENTRE

(formerly Sevenoaks Community Centre)

*Available for hire: meetings,  
conferences etc.*

BAT & BALL STATION BUILDING (*including  
Café and rooms available to hire*)

[batandballstation.com](http://batandballstation.com)

BUSINESS HUB

BUS SHELTERS (*Dartford Road x1, Bradbourne  
Vale Road x2, London Road x2, Tonbridge Road  
x1*)

CAFÉ ON THE VINE [cafeonthevine.com](http://cafeonthevine.com)

CONSULTEES (*Planning, Highways, etc.*)

GRANTS TO LOCAL ORGANISATIONS

GREATNESS PARK CEMETERY

HOUSE IN THE BASEMENT (HITB) YOUTH  
CAFÉ (*available for hire*)

INFO-PODS & DIGITAL DISPLAY SCREENS

LITTER BINS AND GRIT BINS

MARKETS (*Wednesday and Saturday*)

MASTERPLAN FOR NORTHERN SEVENOAKS

NEIGHBOURHOOD DEVELOPMENT PLAN

ORBITAL NO 8 BUS

PUBLIC CLOCKS (*Jubilee Clock Old Market  
House and Warren Clock above Brewers*)

PUBLIC SEATS IN VARIOUS LOCATIONS

PUBLIC TOILETS (*The Stag, The Vine, Lower St  
Johns, Greatness Recreation Ground*)

SEVENOAKS TOWN TEAM

[sevenoakspartnership.org](http://sevenoakspartnership.org)

STAG COMMUNITY ARTS CENTRE

*Defibrillator in foyer*

[stagsevenoaks.co.uk](http://stagsevenoaks.co.uk)

STREET LIGHTS IN SOME UNADOPTED ROADS

TOWN COUNCIL OFFICES/CHAMBER

*Available for hire: meetings,  
conferences etc.*

TWINNING WITH PONTOISE AND RHEINBACH

YOUTH COUNCIL [sevenoaksyouthcouncil.com](http://sevenoaksyouthcouncil.com)

## COMMUNITY EVENTS

CHRISTMAS ILLUMINATIONS IN TOWN

CIVIC FUNCTIONS

VINE BANDSTAND/FREE SUMMER

CONCERTS

## Town Councillors 2023-2027

NAME	PARTY	NAME	PARTY
<b>EASTERN WARD</b>		<b>ST JOHNS WARD</b>	
Cllr L Ancrum	Liberal Democrat	Cllr S Camp	Liberal Democrat
Cllr A S Clayton	Liberal Democrat	Cllr Dr P Dixon	Liberal Democrat
Cllr S Layne	Liberal Democrat	Cllr D Skinner OBE	Liberal Democrat
<b>KIPPINGTON WARD</b>		<b>TOWN WARD</b>	
Cllr C Daniell	Liberal Democrat	Cllr V Granville	Liberal Democrat
Cllr C Gustard	Liberal Democrat	Cllr L Michaelides	Liberal Democrat
Cllr N Varley	Liberal Democrat	Cllr G Willis	Liberal Democrat
<b>NORTHERN WARD</b>		<b>WILDERNESSE WARD</b>	
Cllr Dr M Canet	Liberal Democrat	Cllr N Wightman	Liberal Democrat
Cllr L O'Hara	Liberal Democrat	To contact a Sevenoaks Town Councillor, please use the following email format: Cllr.surname@sevenoakstown.gov.uk eg. to contact Councillor Ancrum, the email address would be: Cllr.Ancrum@sevenoakstown.gov.uk	
Cllr C Shea	Liberal Democrat		

Town Clerk/Chief Executive:

Linda Larter MBE:

[townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk)

Deputy Town Clerk:

Ann White:

[dtc@sevenoakstown.gov.uk](mailto:dtc@sevenoakstown.gov.uk)

The Town Council or its Committees meet on most Monday evenings at 7pm and members of the public are welcome to attend. For further details of the meetings please contact the Town Council Offices on 01732 459953.

[council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

Sevenoaks  
TOWN COUNCIL




# Sevenoaks Town Council

Bradbourne Vale Road Sevenoaks, TN13 3QG

01732 459 953

[council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)



Registered number: 07090305

Charity Number: 1137420

---

**STAG COMMUNITY ARTS CENTRE**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

---

<b>Contents</b>	<b>Page</b>
General information	1
Chairman's Statement	2-5
Trustees Report	6-16
Independent Auditor's Report	17-20
Consolidated Statement of Financial Activities	21
Consolidated Balance Sheet	22
Charity Balance Sheet	23
Statement of Cash Flows and Consolidated Statement of Cash Flows	24
Notes to the Financial Statements	25-37

---



**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

---

**General information**

**Trustees**

Claire Shea (Chairman)  
Catherine Daniell (Vice-Chairman)  
Chloe Gustard  
David Skinner OBE  
Elisabeth Ancrum  
Gareth Willis  
Lionel O'Hara  
Meryllyn Canet  
Nicholas Varley  
Nigel Wightman  
Peter Dixon  
Sally Higham  
Sue Camp  
Tony Clayton  
Victoria Granville-Baxter

**Company registered number**

07090305

**Charity registered number**

1137420

**Registered Office**

London Road  
Sevenoaks  
Kent TN13 1ZZ

**Bank**

Natwest plc  
67 High Street  
Sevenoaks  
Kent TN13 1LA

**Auditor**

Crowe U.K. LLP  
Riverside House  
40-46 High Street  
Maidstone  
Kent ME14 1JH

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

**CHAIRMAN'S STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

---

The Stag's annual report to you and to the Charity Commission continues to illustrate the social, commercial and operational effects created by the Covid-19, but looks forward to a sustainable future in our community. Both I and the trustees of The Stag send our best wishes and thanks to all our loyal supporters as we continue to provide cinema and theatre facilities for the people of Sevenoaks and beyond.

I took up the reins as Chair of Trustees in May 2023, and would like to thank my predecessor, Nick Busvine OBE, for his dedication and energy in the role. I would also like to record my thanks to others who have served over many years as trustees, some from the inception of the charity, who are no longer on the board. The Stag is supported by a trustee body with a wide range of skills and interests, and a commitment to working with Andrew Eyre and his team to sustain and grow The Stag to be the best community arts facility it can be.

This report covers the financial situation between 1st April 2022 and 31st March 2023, but I will also look at our activities later in 2023.

#### Community Value

We know the good fortune we have to live in a town with its own independent theatre and cinema. So many towns have lost them, and with them lost important cultural opportunity, community space and night-time economy elements. The Stag is not 'just' the building, but an important asset for us all.

So I want to give my heartfelt thanks to our ticket-buying public. It is a testament to the level of local support for The Stag that so many local people continue to help us keep arts and culture alive in Sevenoaks. However, despite gradual and good recovery, ticket sales are not yet fully recovered to pre-Covid levels and combined with the current economic issues, continue to pose a challenge to The Stag.

Nationally and locally, venues in the entertainment and hospitality industry are facing a changed landscape. Our experience is one felt across the sector: whilst customers are returning, numbers are still lower than pre-pandemic, and there is a trend towards later bookings giving less certainty to businesses on ticket sales. The Stag team, led by Andrew Eyre, has continued to work incredibly hard to collaborate with our current hirers, develop new hirers for the future, enhance the range of films shown in Sevenoaks and to work creatively to promote the business. I am very grateful to Andrew and the team for the commitment, hard work and enthusiasm to not only keep The Stag commercially viable but also to evolve and develop it at a time of continuing uncertainty.

#### Cinema

Our two cinema screens form the backbone of the commercial viability of the business and are a wonderful asset for the town. Visits to the cinema have gradually increased since we first reopened in July 2021, when initially numbers were 55% down from pre-pandemic levels, but wider economic issues and the impact of Video on Demand continue to affect all theatres and cinemas.

Numbers to The Stag cinemas continue to be around 25% lower than pre-pandemic. This is consistent with the national picture and represents a continuing warning to the people of Sevenoaks about The Stag's long-term viability.

I am glad to report that in 2022/23 we returned to our norm of providing the mix of first-run film release films for everyone, young or old, family or friends. Our management team have a brilliant understanding of local cultural appetite and we are proud that some 88% of the films we showed this year were aimed at either families or at those who want to explore more challenging and sophisticated artistic themes.

---

**STAG COMMUNITY ARTS CENTRE**

**(A Company limited by guarantee)**

**CHAIRMAN'S STATEMENT**

**FOR THE YEAR ENDED 31 MARCH 2023**

---

The success of our Stag Select strand continues with 20 presentations this year covering National Theatre, Glyndebourne Opera, art documentaries, music from Tim Minchin, Neil Young and George Michael plus The Dam Busters commemorating the 80th anniversary of that raid, plus classic cinema Dr Who were some of the varied specialist presentations we gave to the community alongside first-run blockbuster films.

The concerns last year that paid-for video streaming services would replace first showings in cinemas continue to be monitored, although their financial ups and downs make the overall picture a better one for us and for independent cinemas in general. The established distributors continue to support cinemas by launching new films into cinemas before releasing onto Subscription Video on Demand services. The new film creators and distributors (Amazon, Netflix, Disney+ and Apple for example) continue to spend very large sums creating and distributing new content only some of which is seen on the big screen in cinemas.

#### Theatre

It is clear that many in Sevenoaks continue to relish an evening of live entertainment with friends or family and I am glad to see the success of many of the theatrical shows which choose The Stag. We continue to attract many hirers and promoters across many genres, which I hope bodes well for the future. Though it need hardly be said that the simple truth of it is that all hospitality venues – and The Stag is no different – need the support of people visiting and buying tickets if they are to remain viable.

Pantomime is a huge fixture in the diary of The Stag and local families and a wonderful way to bring community into the theatre. Jamie Alexander Wilson and Simon Cossons produced a truly brilliant pantomime of Alice in Wonderland featuring Melissa Jacques (the star of the London and Los Angeles productions of “Everybody’s talking About Jamie”) plus West End stars Nikki Bentley, Rosie Glossop, Billie Hardy & Jacob McIntosh - and of course the ever-present Silly Billy - and enhanced by the incredible graphic wizardry of Simon Cossons. This was the biggest of 5 pantomimes put on at The Stag this year - three single-performances plus the brilliant multiple performances of ‘Cinderella’ by Sevenoaks Entertainers.

#### Youth Theatre

The Stag Youth Theatre’s work which has gone on to be even bigger and better with drama and film groups covering all ages from eight to eighteen. The play-writing course which started during lockdown and which provided such a creative release to its members has become an annual Halloween Festival which delivered excellent entertainment in October 2022 and which I am really looking forward to seeing in 2023. The Film in a Week holiday courses continue to sell out quickly and produce excellent professional films which have their premières in the Stag Cinema. This year SYT produced an excellent entry to the National Theatre's Connexions competition which was shown at Trinity Theatre as well as at The Stag.

There are many other opportunities for young people exploring the many aspects of theatre and film at the Stag, through Rare Productions musicals, school productions, dance shows, amateur dramatic groups and much more.

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

**CHAIRMAN'S STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

---

#### Community

The Stag is one of the features that makes Sevenoaks such an interesting and unique town for us all.

The Stag's reputation as a community arts facility with a broad offering continues to spread. We are attracting new dance and performing arts schools to our large stage and excellent facilities such as multiple dressing rooms and backstage areas. We also continue to welcome the Stag Youth Theatre (SYT) with their drama and film productions. These are written, directed, performed (and filmed) by members of SYT under the guidance of the multi-talented Simon Cossons. Simon is a very welcome technical and creative star at The Stag and a valuable cultural asset for Sevenoaks.

Youth activities and community support are central planks of what The Stag does in Sevenoaks. I welcome you to study this annual report for 2022-2023 and very much hope that you will again return to visiting The Stag to see the many music, drama, dance and other events in the theatre, our cinemas and the Plaza which are already booking into our schedules through 2022 and into 2023. I am told we are even taking bookings into 2024 and 2025.

Our developing Stag Arts Festival was one of the casualties of closure in 2020. It returned in 2021 and we aim to bring it back to Sevenoaks in 2024 with dance, drama, film and music.

#### A Sustainable Operating Model

When we set out to re-invigorate The Stag in 2009, we promised to keep ticket money and hirer booking fees safe and secure – something which hadn't happened with previous custodians of The Stag. Despite the unexpected pandemic-related upheavals we have endured, that original 2009 promise the Trustees made has been kept and will continue to be kept.

The pre-pandemic year of 2019-2020 was our best ever and I am reminded just what The Stag is capable of delivering in support of our local community - which, of course, is at the heart of what our charity aims to do. It is always worth reminding ourselves that when we took over The Stag in 2009 from its fourth bankruptcy, we set out to use an underlying commercial model to enhance the viability and delivery of cultural facilities to the community of Sevenoaks and surrounding villages. Our performance in the period before Covid struck was, in many ways, an affirmation of a strategy that generated a ten-year success story for The Stag.

#### Sustainable Spaces

We are ambitious for the future of the Stag. The sector continues to face challenges, and the theatre, cinema and hire spaces must be places which the community feels proud of and where they want to spend time and hard-earned income.

Our lockdown refurbishments mean that more meeting space is available in the centre of Sevenoaks – in the theatre, the Stag Plaza, in the Limelight Meeting Room and in the bar. All provide excellent audio-visual facilities and can support meetings from a dozen to 450.

We are very proud that the fund-raising to put solar panels on the large and South-facing roof spaces, with accompanying battery storage, at The Stag is now complete and was installed in May 2023. The nature of cinema and theatre means that electricity consumption is necessarily high, but increasingly expensive. The solar panel array is large and makes a significant contribution to making the Stag sustainable in every way for the long term. We have further projects in our sights to reduce carbon footprint and improve our overheads, such as updating our theatre lighting, and we aim to do so visibly as an influencer in our community.

To deliver these projects, Andrew and his team continue to follow through with a phenomenal level of successful grant applications. Applying for these is not the work of a moment, they involve a great deal of time to formulate a compelling case for support. Without these grants, we would have lost The Stag – so, we all owe Andrew and the team an enormous thank you.

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

**CHAIRMAN'S STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

---

As a charity, we welcome donations with ticket sales and gifts, and are able to use GiftAid. Every pound donated to The Stag means a better chance of survival – and the continued provision of theatre shows, cinema and meeting facilities to the people of Sevenoaks and beyond, which is our charitable commitment to the people of Sevenoaks.

#### Financial Results

Thanks to the local community and central government support, we have weathered the immediate Covid storm. As we emerge from its shadow, our overriding aim will be to reinvigorate the successful business model that has served us so well, while ensuring flexibility to respond to any lasting changes in social behaviour that the pandemic may have created.

Our cinema sales up to March 2023 continue to be reduced compared with pre-pandemic times and whilst theatre bookings by hirers continue at a high level the response of customers to watch those shows has been variable.

Our policy and commitment is to put any and all available funds back into the business and the building with the continued aim of keeping The Stag available to be used by local and touring hiring companies - and improving its services for the long-term.

	2023	2022
Turnover	£1,081,642	£1,064,023
Net (expenditure)/income (before transfers)	-£ 60,254	-£ 43,034
Contribution from/(to) Project Reserves	£ 62,000	£ 48,153
<b>Operating Surplus</b>	<b>£ 1,746</b>	<b>£ 5,119</b>
Total Reserves at 31 March 2023	£364,503	£332,671
Free Reserves	£132,504	£216,447

#### A Look Ahead

I ask that you consider a night out at The Stag, with perhaps a meal in town as an accompaniment to the entertainment. I and the other Trustees remain absolutely committed to ensuring that The Stag continues to fulfil its charitable aims.

We continue to operate full-time showing the latest films, specialist Stag Select performances such as drama, opera, musical theatre and cultural documentaries and multiple varied theatre, dance and music performances.

But we continue to face a real challenge. As for all businesses, current inflation levels impact our operating costs and in particular our personnel costs. The people who work at The Stag are our most important asset but whether they are full-time, part-time or casual the costs of employing them continues to rise. The Stag's operating income from its activities is not yet sufficient to cover operating costs. This puts even more pressure on us to find grants to refurbish and improve The Stag for our hirers and customers. As Christmas approaches, now is the time to support your local theatre and cinema (and your local pub and restaurant) by buying tickets and helping us all to survive, generate the buzz around town we all crave, and ensure the services we have had in Sevenoaks remain secure for us all to enjoy in the future.

Claire Shea, Chairman



1st November 2023

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

---

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Stag Community Arts Centre (the Charity/The Stag/SCAC) for the year ended 31 March 2023. The Trustees confirm that the Annual report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Stag Community Arts Centre is a registered UK charity (No. 1137420) and a company (No.07090305) limited by guarantee. Our registered office is:

Stag Community Arts Centre  
London Road  
Sevenoaks  
Kent TN13 1ZZ

### **Charity Objectives**

The Stag continues to operate as a receiving house and as a hire-only facility in the performance spaces. It continues to use volunteers extensively.

The principal objects of the Charity, as set out in the Memorandum and Articles of Association are:

- (1) to advance education for the public benefit in the appreciation and practice of the arts, including the arts of drama, film, dance, singing and music, in particular but not exclusively through the provision and production of theatre plays and educational and art based films and associated participation and educational activities; and
- (2) such charitable purposes for the benefit of the inhabitants of Sevenoaks and the surrounding area as are charitable according to the laws of England and Wales as the Trustees may from time to time determine.

The Stag Community Arts Centre acts in the best interest of the local community by:

- (i) Assisting the sustainability of the local economy of the town, particularly the night time economy and the tourism economy;
- (ii) Retaining a valuable social and leisure facility for both performers and audiences;
- (iii) Working to try and enable the development of youth services both in performing arts and Youth Outreach services;
- (iv) Retaining an iconic building in the town and preserving the street scene.

Activities for this financial year (2022-2023) continue still to be affected by the commercial impacts of pandemic lockdowns and the change of customer behaviour in terms of going out for film and theatre entertainment. The commercial path to recovery and the return to pre-pandemic visitor numbers remains a long and slow one.

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

---

The Stag has continued achieving its charitable aims during periods of Government restrictions and continues that success now. The underlying charitable and artistic aims for The Stag, its Trustees and its staff have not changed since it re-opened in 2009 - providing facilities for hundreds of events of all types, providing a focus for local groups and a location for national and touring groups to perform for the people of Sevenoaks. We continue providing facilities for young people from babies to toddlers to the Stag Youth Theatre providing drama and film courses. Rare Productions continues to provide musical theatre and numerous dance schools and companies use The Stag's facilities to provide expression through dance. The Stag has continued to support local amateur performing arts groups with significant reductions in hiring rates providing an excellent route to professional theatre services for local community groups. An excellent outcome from that support during lockdown has been the creation of a Youth Theatre writers group which has flourished and has developed into an annual writing event. Our thanks go to Simon Cossons and the Stag Youth Theatre.

SYT (the Stag Youth Theatre) and the Stag's Youth Outreach provision are now well established. The Stag has not received any identified grant money specifically to support youth based activities since 2015. SYT provides drama, play-writing and film-making courses. The Charity has continued to build on the early year successes when those grants were available and continues to provide from its own revenues both reduced pricing for local state school performances and some limited support for youth groups. The Stag principally provides facilities now for two youth groups (Rare Productions and the Stag Youth Theatre) and although we were unable to mount it in recent years, we hope to reinstate The Stag's Arts Festival in Autumn 2024.

The cinema continues to show first run films on their date of national release alongside our continuous development of Stag Select live transmissions, cult, classic and specialised films such as the increasingly popular art documentary shows which allow close up examination of pictures and artifacts in 4K high definition. This often allows a better view than would be possible in the museum itself. We also provide facilities for a variety of private hire & community users. The Stag has also enabled locally made films to be shown as part of the 'Film in a Week' original output from the Stag Youth Theatre. External donors and grant bodies continue to provide financial and support through benefit in kind. We were sorry to see the demise of the long-standing Friends of Stag organisation and The Stag is developing its own loyalty scheme which will have the advantage that it is inside The Stag's charitable umbrella. This means the Charity can now take financial advantages of GiftAid for these donations. We welcome offers of help, grants and bequests to help the work of The Stag in its charitable objectives.

The bar area continues to be regularly used for meetings and events during the day and as a bar in the evening and we aim to return to the pre-lockdown situation where ticketed performance events are held there. The Bar continues to operate in the evening during theatre events when it is run by volunteers.

The Trustees once again thank both our staff and our enthusiastic group of volunteers without whom The Stag could not operate. All our volunteers are people who not only give their time but also their passion to continue the success The Stag enjoys. The small group of staff is supported by the volunteers who regularly receive plaudits from customers and hirers for the excellence of the service they provide. We particularly want to once again thank Chris Holgate who continues to paint everything in sight, fabricate shelves and other work to make The Stag shine and work better all around. Staff and volunteers are two sides of the same coin providing the individual service to customers and hirers which is part of the overall success of The Stag.

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

---

**Achievements this year and aims for the future**

As a charity all infrastructure and equipment investment depends upon the availability of funds either generated within the business or from external grant funding. New developments and improvements to the building and its equipment can only be carried out as new funds are found.

This year has seen a full-time return to operations at The Stag but not a full-time return to pre-lockdown ticket sales. This continues to create a commercially difficult situation for both ourselves and our principal customers (our performance space hirers) which rely on ticket sales for their income. The Stag's operational aim has always been to provide excellence in facilities and services so that hirers are successful in their shows - which then means they return to The Stag providing the successful provision of our charitable objectives. As time has passed, audiences have begun to slowly return but still remain below pre-pandemic levels.

The Stag has continued its aims to improve the facilities provided to hirers and customers and has now invested nearly £1.4M in capital improvements to The Stag and its equipment.

***Theatre***

In this financial year (2022-2023) The Stag alongside theatres across the country began to re-develop its pre-pandemic markets. It continues to be a difficult period commercially across the country as the public aren't returning to theatre in the numbers needed. The reputation of The Stag in providing excellence in facilities and services remains and we continue to enjoy strong relationships with many promoters and individual bands. Local groups such as Sevenoaks Entertainers, Kentish Opera, Sevenoaks Symphony Orchestra and Sevenoaks Players have returned with large scale theatre productions . Overall The Stag Theatre hosted nearly 200 performance events covering music, musical theatre, drama and dance involving around 16,000 people and watched by more than 50,000. Truly encompassing the community.

The Stag continues to be thankful to the Government which provided survival and long-term viability funding over the pandemic lockdowns. Donations from local councils and importantly generous donations from the people of Sevenoaks meant The Stag was able to re-open and to continue the upgrade and refurbishment of its equipment. Following the work done during the pandemic shutdowns, The Town Council, the Government, the District Council and the Charity have now invested nearly £1.4M in capital improvements to the building since 2009. Hirer feedback for the facilities and service – both technical and front of house service provided at the Stag Theatre continues to be strong and positive with many new companies beginning to use the excellent on-stage and backstage facilities which The Stag provides.

***Cinema***

Cinema distributors have followed through on their public commitment to provide new content and in particular the block buster films which attract most larger audiences. The recovery of cinema audience levels to pre-pandemic levels remains slow. The release in May 2022 of the long awaited sequel to Top Gun (Maverick) plus Matilda and Minions 2 (The Rise of Gru) were the biggest sellers at The Stag but ticket sales remained lower than expected - both for The Stag and for the distributors. This reflects both the national and international experience.

However The Stag continues to provide thought-provoking films which do work well with the families and parents (and grandparents) of Sennockians. Whilst the Downton Abbey sequel (A New Era) provided a romantic fill up we also showed Jodie Comer's breathtaking and award-winning performance of her NT Live London show Prima Facie on four sold-out occasions. It remains much easier to see such performances at The Stag than journeying to London with its attendant time, hassle and cost.



---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

---

The theatrical release of Operation Mincemeat by Netflix was a demonstration of different strands of the cinema industry working together despite fears immediately post-pandemic of a fracture (between Home or Subscription Video on Demand against an evening out at the cinema) - which have not materialised. It demonstrated that the people of Sevenoaks wanted to see big films on a big screen and suggests a stronger longer-term future for cinemas and for The Stag.

The Stag continued its successful Stag Select strand of specialist event performances with another concert from Glyndebourne Opera plus nine big name National Theatre Live presentations - Shakespearean classics such as Henry V, Much Ado About Nothing and Othello to other classics such as The Crucible and The Seagull. We also continued to show top-flight stage dramas like Mark Gatiss's new version of A Christmas Carol plus contemporary dramas such as Jack Absolutely Flies, the Life of Pi and Straight Line Crazy alongside the previously mentioned and brilliant Prima Facie. We continued and extended our strand of specialist art films with films on Cezanne, Hopper, Pissaro and Mary Cassatt looking at her representation of modern women plus an analysis of Easter in Art. Classic films included George Michael, Neil Young and Tim Minchin concert performances and the ever-popular Dambusters film commemorating the 80th anniversary of the raid.

The Stag deliberately continues to programme a wonderful mix of film aimed at all ages covering films for the whole family from youngest to oldest. Overall a list of films to suit everyone's taste. We continue to provide first-run films 7 days per week 52 weeks per year providing family friendly and local service & facilities with excellent value.

The Charity continued to show its community ethos with community events whenever it could. We will continue to look for high quality productions which we can use as Stag Select presentations.

We also instituted a weekly subtitled showing of our most popular films and we have continued to provide booster seats for our customers (mainly small children but also some small adults!) in our cinemas.

### ***Stag Plaza***

The Stag Plaza is an increasingly popular choice providing superb low cost value and a flexible space for hirers and customers for all forms of shows covering meetings, music and drama. The Stag Plaza remains available for training seminars, community and business meetings. As The Stag re-opened post-pandemic it hosted more than 300 meetings and groups from craft fairs, baby support shows (such as music and phonics), the Youth Theatre and Rare Productions and music. 30 performance shows were hosted to more than 2,000 people with sell-out shows from the singer Laurence Jones and the comedians Rhys James and separately Lee Hurst. Our Sevenoaks community here not only includes those watching the shows but also those involved in them with nearly 12,000 people watching or taking part in the very varied activities supported by the flexibility of The Stag and the Plaza.

### ***Stag Limelight Room***

The Stag Limelight Room is a well-equipped meeting and boardroom providing superb low cost value and a flexible meeting space with a/v facilities and self-serve tea & coffee facilities.

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

---

***Bars & Kiosks***

The Stag continues to follow its community ethos by providing refreshments in child and family friendly servings and pricing. The range of refreshments continues to be monitored and enhanced when suitable products are available. Ice cream tubs in various flavours (including vegan) continue to be a popular offering at both theatre and cinema shows.

The Art Wall continues to be provided as the only free - and the only freely available - art display space in Sevenoaks. It displays a selection of the Town Council's modest art collection when The Stag doesn't have a community or professional display booked in to use it.

Theatre and Stag Plaza events continue to be supported by volunteers for front of house support backed up by a dedicated staff event manager in addition to the on-site Duty Manager. The volunteers not only provide support during the evening shows but during matinees, meetings and special events. Our team of volunteers also assist with administration and other tasks within the charity. Without them the Charity could not operate so successfully and the trustees are deeply grateful.

***Marketing***

The Stag has replaced its in-house poster displays with TV adscreens in both the main foyer, the upper foyer and linking spaces. These can display static pictures and GIFs as well as video content. We have returned to printing a bi-monthly What's On brochure with distribution from The Stag and to local shops & supermarkets. We continue to look for areas of marketing where printed materials work best but concentrate on social media and direct regular email contact. Our social media reach now includes facebook, Twitter ('X'), Instagram and traditional email reaching around 200,000 hits per month.

The Stag continues to provide eTickets for our customers with quick and direct access to tickets which do not even have to be printed. This has now been enhanced by the use of QR codes. Electronic tickets can be shown at the theatre or cinema door on your smart phone or tablet. We also provide print and design services to hirers.

The Stag has a close relationship with both Sevenoaks Town Council and Sevenoaks TownTeam and hosts an advertising video screen in the foyer which provides tourist and business information for visitors. The Stag has a community presence on an advertising screen at Sevenoaks Rail Station.

We will continue to strive for greater income from advertising, sponsorship, gift-aid, legacies and other sources of charitable donations.

***Youth Outreach***

Many groups use The Stag's facilities for young people. The Stag's Youth Outreach programme is primarily provided by Simon Cossons working with The Stag but also includes musical theatre from Rare Productions. Together we provide the Stag Youth Theatre drama courses and Film in a Week professional film courses plus full-scale musicals through Rare Productions. In the absence of external dedicated funding for youth activities, we have continued to provide the Stag's facilities at a generously reduced rate for youth and school users - subsidised by the Charity under its aims. This enables state school productions to have professional facilities for their shows at greatly reduced charges alongside some youth production sponsorship. It provides a wonderful professional experience for pupils and staff.

During this year the Stag Community Arts Centre has:

- Supported drama through SYT (the Stag Youth Theatre) with theatrical productions, and an over-subscribed weekly youth drama development course;
- Hosted the Sevenoaks Town Council free-to-all youth café, House in The Basement.
- Provided the facility for professional film making courses where original 20-minute feature films created and made by young people are shown at the The Stag's cinemas.
- Supported six local schools to perform at The Stag.

TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 MARCH 2023

---

**Volunteers**

We continue to have the support of many individual volunteers. We send out a weekly newsletter to all volunteers and provide social events and information for them. As well as seeing the shows at which they assist, regular volunteers qualify for tickets to see shows under our Volunteer Rewards scheme.

The Stag Community Arts Centre could not operate so successfully without its volunteers and this year they provided thousands of hours of volunteering. The majority of the volunteering effort provides front of house support for events at The Stag but there are opportunities for placements in other parts of The Stag – retail, maintenance, administration and gardening.

**Fundraising, Sponsorship, Grants and Bequests**

Income via fundraising, sponsorship and grants has taken place plus special collections and donations, the use of gift aid and tax effective giving schemes. The Stag doesn't at present use bucket collections but does have a cash slide donation facility in the foyer which is popular with children. The Stag now has four different routes to receive donated funds:

- Donate through the website
- Donate at the box office
- Donate by text
- Donate coins or notes in the foyer

The Stag also welcomes discussions on bequests and legacies to help support it and keep the arts and culture alive in Sevenoaks.

This general income enables more refurbishment to be carried out and new equipment to be sourced. We also receive donations of goods and equipment from external donors and benefit in kind donations from other organisations such as our technical partner H2 Productions and our general facilities partners Stellar Maintenance. We receive significant donations in kind of their time and equipment from these partners and volunteers and their support is gratefully received.

We will continue to apply for grant funding wherever it is available to meet the objectives of the Charity and we will continue to source commercial sponsorship whenever possible. We successfully finished off the replacement of The Stag's 30-year old gas boiler system (started the previous year) and aim to complete the installation of 55KW of solar panels in May 2023. As part of our green agenda we are working on a project to replace our tungsten theatrical lighting with LED light units so reducing our carbon use as well as our overall electricity consumption.

We have received no complaints regarding our fundraising activities.

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

---

***Other Income***

The Charity continued to receive grant income of £27,000 from Sevenoaks Town Council during the financial year 2022/23 into its general fund towards general operational costs.

**Structure, Governance and Management**

***Governing Document***

The Charity is a company limited by guarantee and does not have share capital. The constitution of the Charity is set out in the Memorandum and Articles of Association dated 28 November 2009.

***Trustees***

A full list of trustees who served during the year is detailed below:-

Nicholas Busvine OBE (Chairman)

Claire Shea (Vice-Chairman)

Elisabeth Ancrum (appointed 18 August 2022)

Keith Bonin

Merilyn Canet

Rachel Parry

Richard Parry

Robert Piper

Roderick Hogarth

Simon Raikes

Sue Camp

Tony Clayton

Victoria Granville-Baxter

Post year end the following trustees resigned on 10 May 2023:-

Nicholas Busvine OBE

Keith Bonin

Rachel Parry

Richard Parry

Robert Piper

Roderick Hogarth

Simon Raikes

Post year end the following trustees were appointed:-

Catherine Daniell (Vice-Chairman) (appointed 14 June 2023)

Chloe Gustard (appointed 14 June 2023)

David Skinner OBE (appointed 14 June 2023)

Gareth Willis (appointed 14 June 2023)

Lionel O'Hara (appointed 4 September 2023)

Nicholas Varley (appointed 14 June 2023)

Nigel Wightman (appointed 14 June 2023)

Peter Dixon (appointed 14 June 2023)

Sally Higham (appointed 14 June 2023)

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

---

***Appointment of new Trustees***

The Articles of Association allow for the number of Trustees to be between 2 and 16 in number.

- (1) The subscribers to the Memorandum are the first Members of the Charity.
- (2) Membership is open to any person who is a Town Councillor of Sevenoaks Town Council who:
  - (a) applies to the Charity in the form required by the Trustees; and
  - (b) is approved by the Trustees.
- (3) The Trustees may only refuse an application for Membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse application.
- (4) The Trustees must inform the applicant in writing of the reasons for the refusal within twenty one days of the decision.
- (5) The Trustees must consider any written representations the applicant may make about the decision. The Trustees decision following any written representations must be notified to the applicant in writing but may be final.
- (6) Membership is not transferable to anyone else.

The only Members of the Company are the Trustees. Any person appointed as a Trustee automatically becomes a member and ceases to be a member when they cease to be a Trustee. At 31 March 2023 there were thirteen members each of which guarantee to contribute £10 in the event of the Charity ceasing to operate.

***Induction and Training of Trustees***

New Trustees undergo an individual induction session and tour of The Stag to brief them on their legal

***The Governance Structure***

The Board of Trustees administers the Charity and meets normally on a bi-monthly basis. All issues are considered at the Trustee Board meetings.

A Chief Executive manages all day to day operations of the Charity under a contract of employment by the Trustees. To facilitate effective operations, the Chief Executive has delegated authority for all operational matters including artistic programming, finance and employment issues.

The Trustees are aware of the Charity Commission's Charity Governance Code published in 2017 and are en-route to applying principles one to five. The Charity is set up to accept Trustees from the elected representatives of Sevenoaks Town Council which is an open democratic process. For principle six the Board welcomes Trustees from any background and anyone who falls within any of the protected characteristics of the Equality Act 2010. The Charity follows principle seven within the confines of commercial confidentiality.

***Subsidiary***

The Stag Community Arts Centre has one wholly owned subsidiary company, Stag Community Arts Centre Trading Limited (Company Number 7614710). The company's principal activity is the provision of commercial recreational facilities in support of the Charity. The subsidiary gift aids its profits to the Charity.

The results of the subsidiary's trading is summarised in Note 2 of the financial statements.

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

---

***Related Party Relationships***

The Trustees consider the following entities to be related parties of the Charity:

- Sevenoaks Town Council;
- Sevenoaks District Council.

The Stag Community Arts Centre also has a working relationship with the following organisations:

- BBC SE Television, BBC Radio Kent & KMFM Radio
- H2 Productions
- Kent Libraries
- Kent County Council
- Sencio Leisure Centre
- Sevenoaks Chamber of Commerce
- Sevenoaks Chronicle and other local print media
- Sevenoaks Lions
- Sevenoaks Round Table
- Sevenoaks Theatre Productions
- Sevenoaks TownTeam

***Pay policy for senior staff***

The directors make up the board of directors, (who are the Charity's trustees). All Trustees give of their time freely and no Trustee received remuneration in the year. The senior management team comprise the key management personnel of the Charity who are in charge of directing & controlling, running & operating the Charity on a day to day basis.

The pay of all staff is reviewed regularly by the Chief Executive as a wholly executive function and increased as appropriate in line with meritorious work for the Charity. In view of the nature of the Charity, the Chief Executive considers pay levels in similar roles held elsewhere in the industry with similar attributes as the Stag whilst considering experience and any additional responsibilities. If recruitment proves difficult then a market addition can be paid.

***Risk Management***

The Trustees have a comprehensive risk management strategy which comprises:

- (i) A regular review at its board meetings of the risks the charity may face;
- (ii) The establishment of systems and procedures to mitigate those risks;
- (iii) The implementation of procedures designed to minimise any potential impact on the Charity should

The risk management process is a continuous one both for the operation of the business and for hirers of The Stag. It is reviewed annually by the Board of Trustees. The trustees recognise that the Charity operates in an area where reputational and financial risk is inherent in the very nature of its charitable purposes. Consideration is given to the Charity's appetite for such risks and the balance of financial and artistic risk whilst avoiding censorship through potential social pressure. A key element in the management of financial risk is to continue working towards establishing an appropriate level of reserves in the unrestricted funds of the Charity.

***Financial Review***

The overall result for the year was a surplus of £31,832 (2022 - deficit of £43,034). The impact of COVID19 continued to adversely affect this financial year in terms of customer numbers not yet returning to pre-pandemic levels but the reliance on external grants and donations has diminished as we returned to normal operations. The aim is to continue to build on the successful recovery to date and reconsolidate the financial position for future growth.

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

---

The Stag Community Arts Centre earned 87% (2022 - 68%) of its income from performance and hire fees, bar and catering income, the Youth Outreach programme and the showing of films in the cinemas. The remaining 13% (2022 - 32%) of income was raised through external grants and donations.

The Charity is continuing to work towards building stability in its financial position in order to support the Stag Community Art Centre's aims and objectives and to be able to fund any future costs arising in relation to maintaining the fabric of the historic building and replacing key items of equipment as they wear out.

***Reserves Policy***

Reserves are needed to cover short term falls in day to day operational cashflows and to cover unplanned emergency repairs and other expenditure. The trustees consider the ideal level of reserves required to mitigate the above to be £54,082, which equates to 5% of turnover, and £50,000 to cover unplanned emergency repairs.

The Unrestricted General Reserves balance at the year-end amounts to £132,504 (2022 - £237,896). The balance held is utilised on future projects and also assists with the working capital required for the normal day to day operations and for any unplanned emergency repairs. The grants received from the Sevenoaks Town Council in the year of £27,000 (2022 - £27,000) and the continued generosity of public donations has helped to maintain the sustainability and viability of The Stag and its charitable aims for the future.

Restricted funds arise from donations and grants received from third parties to be utilised towards specific projects. During the year the Charity utilised £42,600 from Sevenoaks District Council and £19,400 from Sevenoaks Town Council, with a further £30,086 received post year end, to part fund the solar panel project which was completed in May 2023. A further grant of £5,000 was received from Sevenoaks Town Council towards the most recent Stag Town Takeover event held throughout the town in the summer of 2022.

***Investments Policy and Powers***

The Charity currently holds short term surplus funds with its bankers, National Westminster Bank. Any surplus funds held in excess of one month's average working capital requirements are placed on deposit at a suitable UK based financial institution, depending on the credit rating and prevailing interest rates available. The Stag continues to avoid any form of investment risk.

***Going Concern***

Accounting standards require that the trustees of the charity consider appropriateness of the going concern basis when preparing the financial statements. The Trustees have taken notice of the Financial Reporting Council guidance especially following the impact of the pandemic.

The trustees continue to regard that the basis for 'going concern' remains appropriate since the Charity has net assets of £364,503 (2022 - £332,651) and free reserves of £132,504 (2022 - £216,447) at the balance sheet date, cash balances of £420,664 (2022 - £438,318) and no long term borrowings. The board has reviewed the cashflow forecast for the next twelve months in conjunction with future bookings. The Stag has built up cash reserves which will cover up to six months of operations.

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

---

The board has discussed and taken account of factors affecting the short and medium term future for The Stag. It has agreed a Board Memorandum at the board meeting held on 1st November 2023 stating this. The board is therefore confident that on the basis of information provided to it and which show the current situation in the UK and in the entertainment sector that they are content that The Stag remains a going concern.

**Statement of Trustees' Responsibilities**

The trustees (who are also directors of the Stag Community Arts Centre 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).

Company and charity law requires the trustees to prepare financial statements for each financial year which give

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- 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 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.

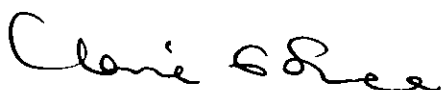
**Provision of Information to Auditor**

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

- so far as that trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any information needed by the charitable company's auditor in connection with preparing its report and to establish that the charitable company's auditor is aware of that information.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the trustees on 1st November 2023 and signed on their behalf, by:



**Claire Shea**, Chairman



**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

---

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF**  
**THE STAG COMMUNITY ARTS CENTRE**

---

**Opinion**

We have audited the financial statements of Stag Community Arts Centre (the 'parent charity' ) and its subsidiary (the 'group') for the year ended 31 March 2023 which comprise the Consolidated Statement of Financial Activities, Consolidated Balance Sheet, Company Balance Sheet, Statement of Cash Flow 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, 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 group's and the charitable company's affairs as at 31 March 2023 and of the group's 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 and the Charities Act 2011.

**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 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 and the group'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 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.

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

---

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF**  
**THE STAG COMMUNITY ARTS CENTRE**

---

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.

**Opinion on other matter prescribed by the Companies Act 2006**

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

- the information given in the trustees' report, which includes the directors' report prepared 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 light of the knowledge and understanding of the group and the charitable company and their 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 requires us to report to you if, in our opinion:

- the parent company has not kept adequate accounting records; or
- the parent company 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.

**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 group's or 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.

**STAG COMMUNITY ARTS CENTRE  
(A Company limited by guarantee)**

---

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF  
THE STAG COMMUNITY ARTS CENTRE**

---

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 151 of the Charities Act 2011 and under the Companies Act 2006 and report in accordance with the Acts 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 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.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Extent to which the audit was considered capable of detecting irregularities, including fraud**

We obtained an understanding of the legal and regulatory frameworks within which the charitable company operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Companies Act 2006 and SORP 2015.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be the override of controls by management. Our audit procedures to respond to these risks included:

- enquiry of management about the Group's policies, procedures and related controls regarding compliance with laws and regulations and if there are any known instances of non-compliance;
- examining supporting documents for all material balances, transactions and disclosures;
- enquiry of management and review and inspection of relevant correspondence;
- evaluation of the selection and application of accounting policies related to subjective measurements and complex transactions;
- analytical procedures to identify any unusual or unexpected relationships;
- testing the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements; and
- review of accounting estimates for biases.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

---

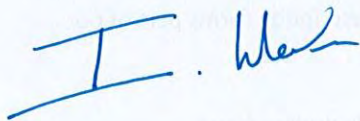
**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF**  
**THE STAG COMMUNITY ARTS CENTRE**

---

These inherent limitations are particularly significant in the case of misstatement resulting from fraud as this may involve sophisticated schemes designed to avoid detection, including deliberate failure to record transactions, collusion or the provision of intentional misrepresentations.

**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, and 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 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.



Ian Weekes  
Senior Statutory Auditor  
For and on behalf of  
**Crowe U.K. LLP**  
Statutory Auditor  
Riverside House  
40-46 High Street  
Maidstone  
Kent  
ME14 1JH

<sup>th</sup>  
29 Novemsa 2023

**STAG COMMUNITY ARTS CENTRE**  
**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**  
(including consolidated income and expenditure account)  
**YEAR ENDED 31 MARCH 2023**

	Notes	2023			2022		
		Restricted	Unrestricted	£	Restricted	Unrestricted	Total
		£	£	£	£	£	£
<b>INCOME</b>							
Arts Council Fund Grant		-	-	-	211,908	211,908	
Coronavirus Job Retention Scheme		-	-	-	65,275	65,275	
Donations	3	97,086	46,902	143,988	2,000	61,472	63,472
<i>Income from charitable activities:</i>							
Operation of community arts centre	4	-	264,739	264,739	-	162,738	162,738
<i>Income from other trading activities:</i>							
Commercial trading operations	2	-	670,872	670,872	-	560,597	560,597
Investment income	5	-	2,043	2,043	-	33	33
<b>TOTAL INCOME</b>		97,086	984,556	1,081,642	67,275	996,748	1,064,023
<b>EXPENDITURE</b>							
<i>Cost of raising funds:</i>							
Commercial trading operations		-	664,994	664,994	-	499,580	499,580
Operation of community arts centre	6	5,000	379,816	384,816	67,275	540,202	607,477
<b>TOTAL EXPENDITURE</b>		5,000	1,044,810	1,049,810	67,275	1,039,782	1,107,057
<b>NET INCOME/(EXPENDITURE) BEFORE TRANSFERS</b>		92,086	(60,254)	31,832	-	(43,034)	(43,034)
Transfers between funds		(62,000)	62,000	-	-	-	-
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		30,086	1,746	31,832	-	(43,034)	(43,034)
<b>RECONCILIATION OF FUNDS</b>							
<i>Total funds at 31 March 2022</i>		20	332,651	332,671	20	375,685	375,705
<b>TOTAL FUNDS AT 31 MARCH 2023</b>		30,106	334,397	364,503	20	332,651	332,671

All the activities relate to continuing operations.  
The statement of financial activities includes all gains and losses recognised in the current and preceding year.

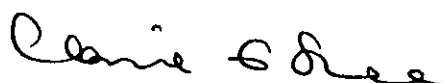
The notes on pages 25 to 37 form part of these financial statements.

**STAG COMMUNITY ARTS CENTRE**  
**CONSOLIDATED BALANCE SHEET**  
**AS AT 31 MARCH 2023**  
 Company number 07090305

	Notes	2023 £	2022 £
<b>Fixed Assets</b>			
Tangible assets	14	201,893	116,204
		<hr/>	<hr/>
		201,893	116,204
<b>Current Assets</b>			
Stock		8,716	5,694
Debtors	16	66,411	71,301
Cash at bank and in hand		420,764	438,418
		<hr/>	<hr/>
		495,891	515,413
<b>Current Liabilities</b>			
Creditors: amounts falling due within one year	17	(333,281)	(298,946)
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		162,610	216,467
		<hr/>	<hr/>
<b>NET ASSETS</b>		364,503	332,671
		<hr/>	<hr/>
<b>FUNDS</b>			
Restricted funds	18	30,106	20
Designated funds	18	201,893	94,755
Unrestricted funds	18	132,504	237,896
		<hr/>	<hr/>
		364,503	332,671
		<hr/>	<hr/>

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies.

The financial statements were approved and authorised for issue by the trustees and were signed on its behalf on 1st November 2023



Claire Shea, Chairman

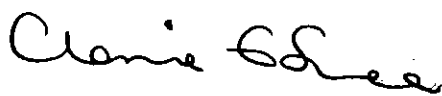
The notes on pages 25 to 37 form part of these financial statements.

**STAG COMMUNITY ARTS CENTRE**  
**CHARITY BALANCE SHEET**  
**AS AT 31 MARCH 2023**  
**Company number 07090305**

	Notes	2023 £	2022 £
<b>Fixed Assets</b>			
Tangible assets	14	201,893	116,204
Investment	15	100	100
		201,993	116,304
<b>Current Assets</b>			
Stock		8,716	5,694
Debtors	16	66,411	71,301
Cash at bank and in hand		420,664	438,318
		495,791	515,313
<b>Current Liabilities</b>			
Creditors: amounts falling due within one year	17	(333,281)	(298,946)
		162,510	216,367
<b>NET CURRENT ASSETS</b>			
		364,503	332,671
<b>FUNDS</b>			
Restricted funds	18	30,106	20
Designated funds	18	201,893	94,755
Unrestricted funds	18	132,504	237,896
		364,503	332,671

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies. The company has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own statement of financial activities in these financial statements. The surplus/(deficit) of the parent company for the year was £31,832 (2022: £(43,034)).

The financial statements were approved and authorised for issue by the trustees and were signed on its behalf on 1st November 2023.



Claire Shea, Chairman

The notes on pages 25 to 37 form part of these financial statements.

**STAG COMMUNITY ARTS CENTRE**  
**STATEMENT OF CASH FLOWS AND CONSOLIDATED STATEMENT OF CASH FLOWS**  
**YEAR ENDED 31 MARCH 2023**

	Notes	Group		Charity	
		2023 £	2022 £	2023 £	2022 £
<b>Cash generated in operating activities</b>	22	97,050	129,555	97,050	129,555
<hr/>					
<b>Cash flows from investing activities</b>					
Interest income		2,043	33	2,043	33
Purchase of tangible fixed assets		(116,747)	(9,344)	(116,747)	(9,344)
<hr/>					
<b>Cash provided by (used in) Investing activities</b>		(114,704)	(9,311)	(114,704)	(9,311)
<b>Cash used in financing activities</b>		-	-	-	-
<hr/>					
<b>(Decrease)/Increase in cash and cash equivalents in the year</b>		(17,654)	120,244	(17,654)	120,244
<hr/>					
Cash and cash equivalents at the beginning of the year		438,418	318,174	438,318	318,074
<b>Total cash and cash equivalents at the end of the year</b>		420,764	438,418	420,664	438,318

**ANALYSIS OF CHANGES IN NET DEBT**

	At 1 April 2022 £	Cash Flows £	Other non- cash changes £	At 31 March 2023 £
<b>Group</b>				
<b>Cash and cash equivalents</b>				
Cash	438,418	(17,654)	-	420,764
Cash equivalents	-	-	-	-
<b>Total</b>	438,418	17,654	-	420,764
<hr/>				
<b>Charity</b>				
<b>Cash and cash equivalents</b>				
Cash	438,318	(17,654)	-	420,664
Cash equivalents	-	-	-	-
<b>Total</b>	438,318	17,654	-	420,664

The notes on pages 25 to 37 form part of these financial statements.



**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

---

**1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

**1.1 Basis of preparation**

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

The Stag Community Arts Centre 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.

**1.2 Preparation of the financial statements on a going concern basis**

The trustees regard the going concern basis as appropriate since the Charity has net assets of £364,503 (2022 - £332,651), free reserves of £132,504 (2022 - £216,447), cash balances of £420,664 (2022 - £438,318) and no long term borrowings.

**1.3 Basis of consolidation**

The consolidated financial statements include the Charity and its subsidiary, Stag Community Arts Centre Trading Limited (no. 07614710). Intra-group sales and income are eliminated on consolidation and all sales and income relate to external transactions only. The subsidiary's results and balance sheet have been consolidated on a line by line basis.

A separate Statement of Financial Activities and Income and Expenditure Account for the Charity has not been presented because the Stag has taken advantage of the exemption afforded by Section 408 of the Companies Act 2006.

**1.4 Income**

All income is included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

All grants and donations receivable are recognised when the conditions for receipt have been met. Where grants and donations received are performance related or restricted to future accounting periods they are deferred and accounted for as a liability. Donations in kind are recognised at their value to the Charity when they are received.

Income from other trading activities is recognised when the group is legally entitled to the income and the amount can be quantified with reasonable accuracy. Income from goods supplied and non-refundable hire deposits are recognised at the point of sale. Other income from hire and ticket sales are recognised on the date the performance takes place.

No amounts are included in the financial statements for services donated by volunteers.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant are recognised at the time of the donation.

**STAG COMMUNITY ARTS CENTRE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023**

---

**1.5 Interest receivable**

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

**1.6 Restricted, Designated and Unrestricted Funds**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**1.7 Expenditure**

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

- Cost of raising funds comprise the costs of commercial trading and their associated support costs.
- Expenditure on charitable activities includes the costs of all activities undertaken to further the purposes of the Charity and their associated support costs.

Support costs are those functions that assist the work of the Charity but are not directly attributable to one particular activity. Support costs include back office costs and governance costs which support the Stag's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on a basis consistent with the use of the resources concerned.

**1.8 Operating leases**

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

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

---

**1.9 Tangible fixed assets**

Individual fixed assets costing £1,000 or more are capitalised at cost and depreciated over their estimated useful economic lives on a straight line basis as follows:

Leasehold improvements	10% per annum
Venue fittings and equipment	20% per annum

**1.10 Stock**

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

**1.11 Debtors**

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

**1.12 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term liquid investments held within a current and instant access deposit account.

**1.13 Creditors and provisions**

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

**1.14 Pensions**

All eligible employees of the Charity are automatically enrolled into the WorkSave money purchase defined contribution pension scheme operated by Legal & General unless they have exercised their right to opt out of the scheme membership.

Employees joining the money purchase pension scheme contract directly with Legal & General. The Charity makes a matching contribution of up to 3% of the qualifying employees earnings to this pension scheme and acts as agent in collecting and paying over employee pension contributions. The contributions made for the accounting period are treated as an expense and were £6,228 (2022 - £6,579).

**1.15 General information**

The Stag Community Arts Centre is a registered UK charity and a company limited by guarantee. The address of its registered office and principal place of business together with details of the principal activity are disclosed in the trustees' report.

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

**2 Financial performance of the subsidiary**

The Charity has a wholly owned trading subsidiary that is incorporated in the UK. This subsidiary, Stag Community Arts Centre Trading Limited, runs the commercial cinema together with any commercial hire and sale operations within the Stag Community Arts Centre. The company donates its profits via deed of covenant to the Charity. The summary financial performance of the subsidiary is as follows:

	2023	2022
	£	£
Turnover	670,872	560,597
Cost of sales and administration costs	<u>(664,994)</u>	<u>(499,580)</u>
<b>Profit for the financial year</b>	<b>5,878</b>	<b>61,017</b>
Distribution - Deed of Covenant	<u>(5,878)</u>	<u>(61,017)</u>
<b>Profit for the financial year after distribution</b>	<b>-</b>	<b>-</b>
<b>Aggregate share capital and reserves</b>	<u><b>100</b></u>	<u><b>100</b></u>

**3 Donations**

	2023	2022
	£	£
Donations from Trusts, Foundations and Councils	<u><b>143,988</b></u>	<u><b>63,472</b></u>

The income from donations was £143,988 (2022 - £63,472) of which £97,086 (2022 - £2,000) was restricted and £46,902 (2022 - £61,472) unrestricted.

The Charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the financial statements.

**4 Income from charitable activities**

	<b>Unrestricted</b>	<i>Unrestricted</i>
	<b>Funds</b>	<i>Funds</i>
	<b>2023</b>	<i>2022</i>
	£	£
Performance and Hire	166,771	111,481
Community Cinema	33,872	11,574
Bars and Catering	56,982	31,866
Youth Outreach	<u>7,114</u>	<u>7,817</u>
	<u><b>264,739</b></u>	<u><i>162,738</i></u>

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

**5 Investment income**

All of the Charity's investment income of £2,043 (2022 - £33) arises from money held in the Charity's interest bearing deposit account.

**6 Analysis of expenditure on charitable activities**

	Theatre				2023 Total £	2022 Total £
	Performance and Hire	Cinema	Youth Outreach	Bars and Catering		
	£	£	£	£		
Direct staff costs	82,637	8,498	-	-	91,135	191,144
Other direct costs	17,503	16,303	-	20,807	54,613	64,699
Depreciation	29,483	1,285	-	290	31,058	30,843
Governance	13,250	-	-	-	13,250	12,250
Support Costs	90,937	52,374	4,108	47,341	194,760	308,541
	<b>233,810</b>	<b>78,460</b>	<b>4,108</b>	<b>68,438</b>	<b>384,816</b>	<b>607,477</b>

Expenditure on charitable activities was £384,816 (2022 - £607,477) of which £5,000 (2022 - £67,275) was restricted and £379,816 (2022 - £540,202) was unrestricted.

The majority of the direct staff and support costs in the prior year were offset by the Arts Council Fund grant and Coronavirus Job Retention Scheme grant disclosed within income. These additional costs related to staff who were diverted from their usual duties, the cost of which would have usually been borne by the trading subsidiary, to assist in the maintenance and refurbishment that took place within the building throughout the lockdown.

**7 Summary analysis of expenditure and related income for charitable activities**

This table shows the cost of the four main charitable activities and the sources of income directly to support those activities.

	Theatre				2023 Total £	2022 Total £
	Performance and Hire	Cinema	Youth Outreach	Bars and Catering		
	£	£	£	£		
Costs	(233,810)	(78,460)	(4,108)	(68,438)	(384,816)	(607,477)
Hire and ticket sales	166,771	33,872	7,114	-	207,757	130,873
Food and drink sales	-	-	-	56,982	56,982	31,865
Net cost funded from other income	<b>(67,039)</b>	<b>(44,588)</b>	<b>3,006</b>	<b>(11,456)</b>	<b>(120,077)</b>	<b>(444,739)</b>

**8 Analysis of support costs**

	Theatre				2023 Total £	2022 Total £
	Performance and Hire	Cinema	Youth Outreach	Bars and Catering		
	£	£	£	£		
Establishment expenses	39,986	18,149	1,878	19,271	79,284	186,253
Wages and salaries	39,015	31,738	1,626	23,246	95,625	97,224
Other staff costs	767	160	39	310	1,276	1,230
General office costs	11,169	2,327	565	4,514	18,575	23,834
	<b>90,937</b>	<b>52,374</b>	<b>4,108</b>	<b>47,341</b>	<b>194,760</b>	<b>308,541</b>

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

**8 Analysis of support costs (continued)**

As mentioned in note 6 above, during the lockdown we took advantage of the building being closed to the public to carry out much needed maintenance and refurbishment works. This had the effect of increasing the support costs in 2021 and 2022, however these were fully funded by the Arts Council Fund received. The aim of the grant and the works that ensued was to ensure the viability and sustainability of the Stag in preparation for when the Government lifted the lockdown restrictions, and we were allowed to reopen to the public once more.

**9 Analysis of governance costs**

	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
External auditor remuneration	13,250	12,250
	<u>13,250</u>	<u>12,250</u>

**10 Net income/(expenditure) for the year**

	2023 £	2022 £
This is stated after charging:		
Depreciation	31,058	30,843
Amortisation	-	-
Auditor's remuneration		
Audit fees for current year	11,000	10,000
Audit fees for subsidiary undertaking	2,500	2,500
	<u>13,500</u>	<u>12,500</u>

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

	2023 £	2022 £
Wages and salaries	427,757	443,972
Social security costs	29,464	27,496
Pension costs	6,228	6,579
	<u>463,449</u>	<u>478,047</u>

No employee had employee benefits in excess of £60,000 in the current or preceding year.

The key management personnel of the Charity comprise the Trustees, the Chief Executive Officer, The Chief Financial Officer, Deputy Chief Executive and the Cinema and Events Manager. The value of the total employee benefits of the key management personnel of the Charity was £123,598 (2022 - £133,846).

Pension costs are allocated to activities in proportion to the related staffing costs incurred and are wholly charged to unrestricted funds.

No Trustee received any remuneration, benefits from employment nor reimbursement of expenses in the current or preceding year.

**STAG COMMUNITY ARTS CENTRE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023**

---

**11 Analysis of staff costs, trustee remuneration and expenses and the cost of key management personnel (continued)**

No Trustee received payment for professional or other services supplied to the Charity in the current or preceding year.

**12 Staff numbers**

The average monthly head count was 36 staff (2022 - 34 staff) and the average monthly number of full time equivalent employees (including casual and part time staff) during the year were as follows:

	2023 Number	2022 Number
Operations	11	13
Finance	2	3
Events and Marketing	5	5
	18	21

**13 Corporation taxation**

The Charity is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

**14 Tangible fixed assets - Charity (also comprising that of the group)**

	Leasehold improvements £	Venue Fittings & Equipment £	Total £
<b>Cost</b>			
At 1 April 2022	86,795	308,603	395,398
Additions	116,747	-	116,747
Disposals	-	-	-
<b>At 31 March 2023</b>	<b><u>203,542</u></b>	<b><u>308,603</u></b>	<b><u>512,145</u></b>
<b>Depreciation</b>			
At 1 April 2022	50,436	228,758	279,194
Charge for the year	8,679	22,379	31,058
Disposals	-	-	-
<b>At 31 March 2023</b>	<b><u>59,115</u></b>	<b><u>251,137</u></b>	<b><u>310,252</u></b>
<b>Net Book Value</b>			
<b>At 31 March 2023</b>	<b><u>144,427</u></b>	<b><u>57,466</u></b>	<b><u>201,893</u></b>
<i>At 31 March 2022</i>	<i><u>36,359</u></i>	<i><u>79,845</u></i>	<i><u>116,204</u></i>

**15 Investments**

The Charity holds 100 shares of £1 each in its wholly owned trading subsidiary company Stag Community Arts Centre Trading Limited which is incorporated in the United Kingdom. These are the only shares allotted, called up and fully paid. The activities and results of this company are summarised in note 2.

**16 Debtors**

	Group		Charity	
	2023 £	2022 £	2023 £	2022 £
Trade debtors	3,160	5,496	3,160	5,496
Other debtors	11,735	2,579	11,735	2,579
Prepayments and accrued income	51,516	63,226	51,516	63,226
	<b><u>66,411</u></b>	<b><u>71,301</u></b>	<b><u>66,411</u></b>	<b><u>71,301</u></b>

**17 Creditors: amounts falling due within one year**

	Group		Charity	
	2023 £	2022 £	2023 £	2022 £
Trade creditors	106,748	35,779	106,748	35,779
Taxation and social security costs	7,331	18,543	7,331	18,543
Other creditors	158,609	185,626	158,609	185,626
Accruals and deferred income	60,593	58,998	60,593	58,998
	<b><u>333,281</u></b>	<b><u>298,946</u></b>	<b><u>333,281</u></b>	<b><u>298,946</u></b>



**STAG COMMUNITY ARTS CENTRE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023**

**18 Analysis of charitable funds**

**Analysis of movements in unrestricted funds**

	Funds 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Funds 31 March 2023 £
General Fund	62,790	984,556	(1,044,810)	129,968	132,504
General Dilapidations Fund	175,106	-	-	(175,106)	-
Designated Cinema Projector Fund	40,000	-	-	(40,000)	-
Designated Property Assets Fund	54,755	-	-	147,138	201,893
	<b>332,651</b>	<b>984,556</b>	<b>(1,044,810)</b>	<b>62,000</b>	<b>334,397</b>

**Analysis of movements in unrestricted funds - previous year**

	Funds 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Funds 31 March 2022 £
General Fund	50,693	996,748	(1,027,804)	43,153	62,790
General Dilapidations Fund	223,259	-	-	(48,153)	175,106
Designated Cinema Projector Fund	35,000	-	-	5,000	40,000
Designated Property Assets Fund	66,733	-	(11,978)	-	54,755
	<b>375,685</b>	<b>996,748</b>	<b>(1,039,782)</b>	<b>-</b>	<b>332,651</b>

<b>Name of unrestricted fund</b>	<b>Description, nature and purposes of the fund</b>
General Fund	The 'free reserves' after allowing for all other funds.
General Dilapidations Fund	Fund for the continuing refurbishment of The Stag and for future dilapidation repairs and renewals. This has been incorporated into the general fund.
Designated Funds:	<p>a) Designated Cinema Projector fund for the future replacement of The Stag's cinema projectors. This has been incorporated into the general fund.</p> <p>b) Designated Property Assets Fund is the value of tangible fixed assets acquired by the Stag from unrestricted funds and used by the Charity on an ongoing basis for its daily operations.</p>

**STAG COMMUNITY ARTS CENTRE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023**

**Analysis of movements in restricted fund**

	Funds 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Funds 31 March 2023 £
Fixed asset donations	20	-	-	-	20
Solar Panel grant	-	92,086	-	(62,000)	30,086
Stag Town Takeover grant	-	5,000	(5,000)	-	-
	<u>20</u>	<u>97,086</u>	<u>(5,000)</u>	<u>(62,000)</u>	<u>30,106</u>

**Analysis of movements in restricted fund - previous year**

	Funds 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Funds 31 March 2022 £
Fixed asset donations	20	-	-	-	20
CJRS claims	-	65,275	(65,275)	-	-
Toilet refurbishment grant	-	1,000	(1,000)	-	-
Stag Town Takeover grant	-	1,000	(1,000)	-	-
	<u>20</u>	<u>67,275</u>	<u>(67,275)</u>	<u>-</u>	<u>20</u>

**Name of restricted fund**

**Description, nature and purposes of the fund**

Fixed asset donations	Donations received from the Friends of Stag and other third parties that have been used to purchase specific fixed assets.
Solar Panel grant	Grants received from the CIL funds provided by Sevenoaks District Council - £42,600 and Sevenoaks Town Council - £49,486 towards the supply and installation of Solar Panels.
CJRS claims	Grants received from HMRC through the Coronavirus Job Retention Scheme for the purpose of covering furloughed employees wages and salaries costs.
Stag Town Takeover grant	Grant received from Sevenoaks Town Council (2022 - from Kent County Council) towards the cost of the annual Stag Town Takeover event held throughout Sevenoaks Town in the summer.
Toilet refurbishment grant	Grant received from Astor of Hever towards the cost of replacing toilet facilities.

**STAG COMMUNITY ARTS CENTRE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023**

**19 Analysis of net assets between funds**

**Group**

	Restricted funds	Unrestricted funds	Total funds 2023
	£	£	£
Fixed assets	20	201,873	201,893
Current assets	30,086	465,805	495,891
Current liabilities	-	(333,281)	(333,281)
	<u>30,106</u>	<u>334,397</u>	<u>364,503</u>

**Analysis of net assets between funds - previous year**

**Group**

	Restricted funds	Unrestricted funds	Total funds 2022
	£	£	£
Fixed assets	20	116,184	116,204
Current assets	-	515,413	515,413
Current liabilities	-	(298,946)	(298,946)
	<u>20</u>	<u>332,651</u>	<u>332,671</u>

**Analysis of net assets between funds**

**Charity**

	Restricted funds	Unrestricted funds	Total funds 2023
	£	£	£
Fixed assets	20	201,973	201,993
Current assets	30,086	465,705	495,791
Current liabilities	-	(333,281)	(333,281)
	<u>30,106</u>	<u>334,397</u>	<u>364,503</u>

**Analysis of net assets between funds - previous year**

**Charity**

	Restricted funds	Unrestricted funds	Total funds 2022
	£	£	£
Fixed assets	20	116,284	116,304
Current assets	-	515,313	515,313
Current liabilities	-	(298,946)	(298,946)
	<u>20</u>	<u>332,651</u>	<u>332,671</u>

**STAG COMMUNITY ARTS CENTRE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023**

---

**20 Related Party Transactions**

The trustees of the Charity are all elected Town Councillors of Sevenoaks Town Council. During the year Sevenoaks Town Council granted £27,000 (2022 - £27,000) to the Charity towards general operational costs, £5,000 (2022 - £1,000) towards the Stag Town takeover event and £49,486 (2022 - £Nil) towards the Solar Panel project of which £30,086 was due at the year end (2022 £Nil). In addition, the Charity operates The Stag via an agreement with Sevenoaks Town Council and Sevenoaks District Council where there is an annual peppercorn rent of £1 payable to Sevenoaks Town Council. Donations in kind received from Sevenoaks Town Council towards the annual rent of the Stag have been reasonably estimated at £1,000 (2022 - £1,000).

During the financial year Sevenoaks District Council granted £42,600 (2022 - £Nil) towards the Solar Panel project.

During the financial year the following transactions took place between the Charity and its wholly owned subsidiary Stag Community Arts Centre Trading Limited:

The transfer under deed of covenant of the trading profits of Stag Community Arts Centre Trading Limited of £5,878 (2022 - £61,017) of which £5,878 was outstanding at 31 March 2023 (2022 - £61,017).

There were no other outstanding balances with related parties as at 31 March 2023 (2022 - £Nil).

**21 Agency Arrangements**

The Charity's wholly owned subsidiary, Stag Community Arts Centre Trading Limited, is responsible for the operation of the commercial cinema together with other commercial activity undertaken at the Stag.

The Charity collects the revenue on behalf of its subsidiary and incurs some of the costs associated with the running of the commercial operation. A contribution is made by the subsidiary to cover the costs incurred and gift aids its taxable profits to the Charity.

The Stag also acts as an agent for all performances that take place in the Stag Theatre, Stag Plaza and other performance spaces at The Stag. The Stag charges the hirer a hire fee for the use of the Stag Theatre, Stag Plaza and other performance spaces at the Stag and collects the ticket sales for the performances on behalf of the hirer. All amounts due to the performer are paid following the completion of the performance. At the year end the amounts due to hirers are included within other creditors (see note 18).

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

---

**22 Reconciliation of net movement in funds to net cash flow from operating activities**

	Group		Charity	
	2023	2022	2023	2022
	£	£	£	£
Net movement in funds	31,832	(43,034)	31,832	(43,034)
Add back depreciation charge	31,058	30,843	31,058	30,843
Deduct interest income shown in investing	(2,043)	(33)	(2,043)	(33)
Decrease/(increase) in stock	(3,022)	(1,792)	(3,022)	(1,792)
Decrease/(increase) in debtors	4,890	137,288	4,890	137,288
Increase/(decrease) in creditors	34,335	6,283	34,335	6,283
Net cash generated in operating activities	<u>97,050</u>	<u>129,555</u>	<u>97,050</u>	<u>129,555</u>

**23 Accounting estimates and judgements**

In preparing the financial statements, the trustees are required to make estimates and judgements. The matters considered below are considered to be the most important in understanding the judgements that are involved in preparing the financial statements and the uncertainties that could impact the amounts reported in the results of operations, financial position and cashflows. Accounting policies are shown in note 1 to the financial statements.

**Cost allocation**

Costs not attributable to a single activity are allocated or apportioned to activities on a basis consistent with identified cost drivers for that cost category. Cost drivers utilised include turnover and floor space and judgement is exercised in applying cost drivers to cost categories.

**Remaining useful economic life of assets**

Assets are depreciated over their useful economic life as explained in note 1.9. The estimation of the remaining useful economic life of the assets concerned is one of judgement based on current and past knowledge of their operational use.

**Notional rent charge**

As described in note 20, the Charity receives a donation in kind from Sevenoaks Town Council towards the annual rent of The Stag. A notional rent charge has therefore been estimated in the financial statements based upon the specialised nature of the building.

