



## **SEVENOAKS** **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  
VIA ZOOM ON

**MONDAY 15<sup>th</sup> March 2021 at 7:00pm**

Chaired by the Mayor of Sevenoaks, Councillor Nick Busvine OBE

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtu.be/ndvbErGRFcE> 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 [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk) or by request.

Agenda available at: [Sevenoaks Town Council/Annual Town Meeting](#)

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

1. Welcome by The Mayor, Councillor Nick Busvine OBE
2. Minutes of the 2019 Sevenoaks Annual Town Public Meeting (Copy attached)
3. Presentation of Sevenoaks Town Council's Annual Report: April 2020 – March 2021 (Copy attached)
4. Presentation of Bat & Ball Centre Project
5. Report on Sevenoaks Town Council Grants to Local Organisations
6. Update on Sevenoaks Neighbourhood Development Plan
7. Presentation of The Stag's Annual Report (Copy attached)
8. 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 12<sup>th</sup> March 2021*

**Minutes of a Meeting of the Forty Sixth Annual Assembly of the Townspeople of Sevenoaks held in both the Small and the Large Hall at the Sevenoaks Community Centre, Sevenoaks on Monday 18<sup>th</sup> March 2019 at 7:00 pm.**

---

Cllr R M C Hogarth – Mayor of Sevenoaks

|                        |                  |
|------------------------|------------------|
| Cllr N J L Busvine OBE | Cllr R L Piper   |
| Cllr J M Canet         | Cllr S G Raikes  |
| Cllr A S Clayton       | Cllr O Schneider |
| Cllr A Eyre            | Cllr P E Towell  |
| Cllr Mrs R E Parry     | Cllr E T Waite   |
| Cllr R J Parry         | Cllr P C Walshe  |

(13)

**Also Present:**

Cllr P Fleming OBE, Leader of Sevenoaks District Council

Cllr G Clack, Sevenoaks District Council

Youth Councillor Samuel Crawford

Chief Executive / Town Clerk, Mrs Linda Larter MBE

Deputy Town Clerk, Mr Hugh D'Alton

Committee Clerk, Mrs Michèle MacDonald

Sevenoaks Community Centre Administrator, Mrs Liz Hodgson

64 Members of the Public

**Apologies for absence:**

The Right Hon Sir Michael Fallon MP

Cllr S L Arnold

Cllr E Parson

Cllr Irene Collins, Chair of Riverhead Parish Council

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

The Mayor, Cllr Roderick Hogarth welcomed everyone and thanked all for attending the meeting as well as viewing the exhibits of how previous grant money was spent in the local community. He hoped that all had enjoyed the opportunity to learn about voluntary activities happening in Sevenoaks.

The Mayor proudly launched the Town Council's "Plastic Free Sevenoaks Pledge" stating that Youth Councillor Gabby Tan had designed the logo. The Mayor asked that attendees take away the pamphlet and encourage their local community and local organisations to sign up to the pledge as soon as possible.

## **1 MINUTES**

The Minutes of the Forty Fifth Annual Parish Meeting of the Townspeople of Sevenoaks held on 19<sup>th</sup> March 2018 were adopted and it was **RESOLVED** that the Mayor sign the Minutes of that meeting as a true record. It was noted that Cllr E Parson had also attended the meeting.

## **2 PRESENTATION OF THE ANNUAL REPORT SEVENOAKS TOWN COUNCIL 2018/2019**

The Mayor presented the Annual Report of the Town Council and invited the Town Clerk to summarise the Town Council's achievements to date for the year 2018/2019.

In addition to the Town Council's report, which had been distributed together with the 2019/2018 budget to all at the meeting, the Chief Executive/Town Clerk, Mrs Linda Larter MBE, provided a visual slide show of the highlights of the Town Councils' achievements over the past year.

## **3 PRESENTATION FROM CLLR PETER FLEMING, OBE LEADER OF SEVENOAKS DISTRICT COUNCIL**

The Mayor invited Cllr Fleming OBE to address the meeting.

Cllr Fleming addressed all present stating that the District includes over 30 Town and Parish Councils, with a population of approximately 120,000 covering 140 square miles and stated that the team at Sevenoaks Town Council punched above its weight and the strength within the community.

Cllr Fleming OBE advised that since 1999 the District Council's spend has decreased by £2m, with an increase in services and now without direct Government funding. The District charges developers a sum of money per square footage for any new developments under its Local Plan of which the Town Council receives 25%. A bid for extra money may also be made and such money has been allocated to the Bat and Ball Station plus the Bat and Ball Centre.

The District Council is working towards a new Local Plan for the next 30 years, to protect housing, employment and land within the district. The Government requested the District Council to build 13,500 new homes. The District's Local Plan achieves 75% of the target.

Cllr Fleming updated all present as follows:

- i. Edwards Electrical Site – Sevenoaks High Street at the junction with Pembroke Road and Suffolk Way  
A planning application had been submitted for a temporary long stay car park. The current Local Plan designated the land as mixed use and it is hoped that the owner will bring forward an application to build the site out in line with this designation.

ii. Farmers Site – Sevenoaks Railway Station

The District Council had previously had conversations with the owners about working collaboratively as part of the Premier Inn development however this had not proved fruitful.

iii. Sevenoaks District Council – Investment in Property

The District Council had been investing in commercial property for income generation to offset the savings required in its annual budget.

Cllr Fleming thanked Sevenoaks Town Council for the support given and advised the delegates that the Town Council is fighting their corner.

Finally, the Leader thanked the Mayor and the team at Sevenoaks Town Council.

The Mayor invited questions from the floor relating to Cllr Fleming's presentation:

a) **Question One** – Request for an update on the former Tesco Metro Site in the town

**Answer:** Cllr Fleming OBE, advised that the premises are owned by the family Freshwater and have been in discussions with the District Council. The current proposal being considered is that the rear of the site has residential development with the frontage for retail development with smaller units.

b) **Question Two** – Will the access rights of the Farmer's site cause issues?

**Answer:** Cllr Fleming OBE, advised that during the build of the Premier Inn, smaller equipment was used to ensure access to the site and that access rights remain.

c) **Question Three** – St John's Hill Properties – vacant for 20 years.

**Answer:** Cllr Fleming OBE, advised that the District had served a tidy up notice which somewhat slightly helped the appearance.

d) **Question Four** – Buckhurst 2 Car Parking – will the temporary on street parking continues?

**Answer:** Cllr Fleming OBE, advised that there would be no immediate reversion and that within the first six months of the 2019/2020 year, there would be an holistic review of the parking within the district.

**Compliment – Sevenoaks Sports Council**

Mr Edward Oatley complimented the Town Council on their tremendous support given to all local sport, stating that over 2000 children enjoyed local sports every weekend and local primary schools had benefited over the last ten years from similar investment and confirmed that the *"Town Council certainly does punch above its weight in terms of sport"*.

#### **4 MAYOR'S PRESENTATION OF GRANT CHEQUES TO LOCAL VOLUNTARY GROUPS**

The Mayor presented cheques to the following organisations: -

- £500 – Mr Anthony Weston Smith, Treasurer Sevenoaks Volunteer Transport Group, towards completing their website
- £350 – Mrs Jill Webster, Sevenoaks Literary Festival, to hire speakers for the annual free event for local schools to attend.
- £250 – Mrs Margaret Willis, on behalf of Friends of Pontoise, in support of twinning activities [France].
- £600 – Mrs Sue Day, on behalf of Sevenoaks Three Arts Festival to finance the hire of a piano for competitive classes and prize-winners.
- £250 – Mr Mike Wither, on behalf of Friends of Rheinbach, in support of twinning activities [Germany].
- £200 – Mr Harvey Mahn, on behalf of the Sevenoaks Art Club in support of publicity material costs.
- £750 – Ms Jill Brewster, on behalf of West Kent Mediation, towards training for volunteers plus publicity.
- £5,000 – Mr Ray Russell, on behalf of The Sevenoaks Summer Festival, for funding towards the 2019 annual festival fortnight as Sevenoaks Town Council is its main partner.
- £500 – Mr Tom Lee, representing the Kent Youth Jazz Orchestra, to provide a free Youth Jazz Workshop to all schools on 25<sup>th</sup> June 2019.
- £750 – Mr David Green, representing the Sevenoaks Society, to provide £250 towards an exhibition from 19<sup>th</sup> June to 6<sup>th</sup> July 2019 at the Kaleidoscope Gallery and £500 towards the publication of an accompanying book.

#### **5 COMMENTS AND QUERIES FROM LOCAL PEOPLE ON ANY MATTERS RELATING TO SEVENOAKS**

The Mayor invited the public to ask any question or to raise queries relating to Sevenoaks.

No further questions were posed by the public in attendance.

The Mayor advised that on a democratic level, the Town Council has many events at which the public may raise local issues including weekly meetings to which the public are invited to pose questions relating to the agendas at the beginning of the committee meeting under Public Question Time.

Cllr Hogarth's final breakfast meeting will be held on 5<sup>th</sup> April 2019 at Wildernes House to which all are invited.

There being no other business the meeting closed at 7:48pm.

MAYOR

# Sevenoaks TOWN council



## Annual Report

2020/2021

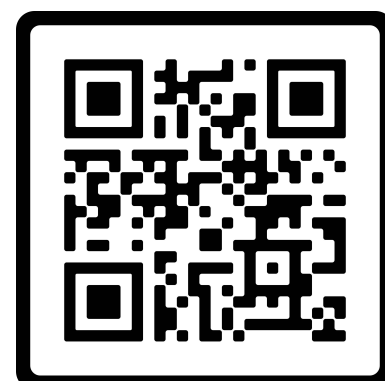
### ADDRESS

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks  
Kent  
TN13 3QG

### CONTACT

01732 459953

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



## 1. Introduction

The Annual Report reflects on the extraordinary year due to the pandemic, and the impact it has had on the Town Council's functions and facilities and the wider community.

This time last year, as we went into the first lockdown, the Mayor, Cllr Nicholas Busvine OBE, provided the following statement:

*"We have been shocked by the speed with which the Coronavirus pandemic has disrupted our community. We are poised on the cusp of an intensification of this crisis. None of us knows how the situation will evolve – and that uncertainty makes matters more difficult for all of us. But, in dark days such as these, it is important to remember that ultimately things will get better and life will go on. For now, we as a Town Council, must buckle down and do our duty to the best of our ability. As your Mayor, I am proud to be part of such a wonderful team of Councillors and council officials and employees. I know that we will not be intimidated by the challenges that face us and that we will continue to do our utmost to support our local community in these testing times. Thank you to all."*

The Town Council has worked hard to maintain the provision of its functions and facilities as much as possible including those which were needed even more by the local community during the last year such as allotments, open spaces, play areas, cemetery, grants to voluntary organisations, supporting local businesses and providing a venue for an asymptomatic COVID test centre.

During this difficult year, in addition to maintaining community facilities, the Town Council has met some key achievements. We have:

- progressed our Climate Change initiatives;
- completed the Bat & Ball Centre refurbishment / new build;
- installed the new Multi Use Games Area (MUGA);
- financially supported the ongoing survival of the Stag; and
- almost completed construction on the Business Hub project.

This report provides detailed information relating to Sevenoaks Town Council's performance during the past financial year.

## 2. Sevenoaks Town Council's No 1 Priority – Climate Change / Carbon Neutral

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

- To recognise the Government and KCC declarations for aiming for Zero Carbon.
- To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation.

|   | Priority  | Update  |
|---|---|---|
| 1 | Consideration of an Environment Committee (or add to Terms of Reference for Committee) to create an Action Plan to review the following points.                   | Due to resource requirements to address COVID-19 a new separate Committee has not been created and the Town Council has integrated Climate Change and Carbon Neutral initiatives and reviews within its day-to-day operation.   |
| 2 | Reducing cars / traffic particularly in relation to school traffic.   | The NDP is progressing to referendum and includes relevant proposals.<br><br>STC is committed to working with the Darent Valley Community Rail Partnership (DVCPR) to encourage more local sustainable travel.  |
| 3 | STC's new buildings to be as sustainable and eco-friendly as possible. Existing buildings to be more sustainable with reduced carbon footprint where practicable. | The new Bat & Ball Centre is as eco-friendly as possible. <ul style="list-style-type: none"> <li>• Rebuild instead of new build.</li> <li>• Eco friendly and sustainable materials.</li> <li>• Solar panels.</li> <li>• Motion sensor lighting.</li> <li>• Additional insulation.</li> <li>• Improved heating and ventilation systems.</li> </ul>   |
| 4 | Include planting of more trees, where possible fruit and nut trees.   | In the last year STC has planted 790 trees.   |
| 5 | Continue to promote Refill Scheme and Sevenoaks Plastic Free Pledge.  | STC will continue to promote the Refill Scheme encouraging people to use refillable bottles rather than plastic; install as many drinking water facilities as possible and encourage businesses to provide free drinking water.<br><br>STC will commit to reducing the use of single use plastic across all its facilities.<br><br>STC will continue to campaign and support campaigns for reducing litter and encouraging more recycling.<br><br>STC will raise awareness of these matters to all users of its facilities. |
| 6 | Cycle racks / planters to be installed.   | New facilities to park 30 bikes have been installed at the Bat & Ball Centre.<br><br>Discussions are in place with KCC for the installation of cycle racks, which double as planters, in the town centre.<br><br>Cycle planters will be installed at STC office / Business Hub site.  |



|    | Priority  | Update   |
|----|---|--|
| 7  | Install drinking fountains where possible at STC sites.   | Drinking water refill facilities have been installed at the new Bat & Ball Centre and Bat & Ball Station Café.<br><br>External drinking water refill facilities will be installed at The Vine Gardens and Greatness Recreation Ground during 2021.                   |
| 8  | Increased safety for pedestrians and cycles.  | The NDP is progressing to referendum and includes relevant proposals.  |
| 9  | NDP Transport Strategy recommendations including 20mph, one-way system in town centre and shared space.   | The NDP is progressing to referendum and includes relevant proposals.  |
| 10 | Link STC open spaces together with 'green routes'.  | The NDP is progressing to referendum and includes relevant proposals.  |
| 11 | Encourage increased use of public transport – buses and trains – by having improved facilities including live running information.  | The NDP is progressing to referendum and includes relevant proposals.  |
| 12 | Install electric car charging points at STC sites.  | The infrastructure for electric charging points has been installed at the Bat & Ball Centre and STC Office / Business Hub site and it is hoped that these will soon be operational.<br><br>STC has purchased its first electric vehicle for use by its Town Wardens. |
| 13 | Consider enabling community initiatives for sustainable living e.g. Toy Library, Zero Waste Shop, Community Orchards, Community Cycle Workshops, Repair Café, promotion of alternative resources e.g., nappies. | STC will – where possible – support and develop community initiatives for sustainable living.  |

### 3. The Mayoral Year & Civic Events

The Mayor, Cllr Nicholas Busvine OBE, was elected in May 2019. His civic term of office was extended owing to the pandemic and the Council not being able to hold an Annual Council meeting in May 2020. His charity for 2020 has been The Stag Community Arts Centre.

The Mayor represented the townspeople on certain civic occasions throughout the year.

### Civic Events 2020/2021

#### VE Day 75, Friday 8th May 2020

On Friday 8th May 2020 at 11am, The Mayor laid a wreath at the Vine War Memorial, followed by a two-minute silence when the traffic spontaneously stopped and vehicle occupants also paid their respects, together with the small group of residents gathered near the Memorial.

**The Mayor said:** *"Thank you to the great generation who sacrificed so much to secure our freedom. We will never forget you."*

In the nearby Vine Gardens, peace doves were displayed in the sensory bed tended by Soroptimist International Sevenoaks. These remained in place for the commemoration of VJ Day 75 on 15th August. One member made 26 doves as part of the 2.6 Challenge to raise funds for Blind Veterans UK.

During the afternoon, residents celebrated VE Day by decorating their homes with bunting and flags, having doorstep parties and raising a toast to the National Heroes of WWII.

### **Armed Forces Day at The Vine, Saturday 27th June 2020**

On Saturday 27th June, the Mayor attended the raising of the Armed Forces Day flag at The Vine in Sevenoaks.

Following a two-minute silence, the Mayor, witnessed by the Town Clerk, Linda Larter MBE, signed the Armed Forces Covenant on behalf of Sevenoaks Town Council.

**The Mayor said:** *"It is always a privilege to have the chance to take the opportunity on Armed Forces Day to offer thanks on behalf of our local community for the wonderful work these brave men and women undertake every day on our behalf. In particular, I would like to acknowledge the extraordinary work done during the COVID-19 pandemic, including: the creation of the Nightingale Hospitals; the establishment of military mobile Coronavirus testing units; direct support to the ambulance services, and delivery of PPE. Thank you for your brilliant contribution."*



### **VJ Day 75, Saturday 15th August 2020**

In Sevenoaks, VJ Day 75, marking the end of the WWII conflict, was commemorated on Saturday 15th August 2020.

The Mayor laid a wreath at the Vine War Memorial at 11am, followed by a two-minute silence.



**The Mayor said:** *"I'm laying a wreath for VJ Day and recalling the remarkable feats of the 'forgotten army'. We must always remember them."*

The Town Council introduced a 'peace dove' theme to the commemoration and installed the following features:



A beautiful new bench opposite the war memorial, perfect for quiet contemplation; together with a bin depicting a peace dove.



A large peace dove painted on grass adjacent to the war memorial.

After the ceremony, the Mayor walked to Vine Gardens and thanked members of Sevenoaks Soroptimists for the doves of peace they had created for VE and VJ Day 75.



## Remembrance Day, Sunday 8th November 2020

On Sunday 8th November 2020, the Remembrance Day Service at the Vine War Memorial was conducted by the Revd Canon Angus MacLeay from St Nicholas Church. The Chairman of the Royal Naval Association, SM Fred Faircloth, read The Exhortation and Kohima Prayer, and a lone trumpeter played the Last Post.



*Photograph courtesy of Parallax Visual Media*

In sharp contrast to previous years, there was only a small Civic Party of six at the Service in line with the health guidelines in place. The community was asked to stay at home and watch the Service, which was live streamed for the first time.



## Armistice Day, Thursday 11th November 2020



On Armistice Day, the Mayor laid crosses on the War Graves at Greatness Park Cemetery. Prayers were read by the Vicar of St John the Baptist Church, Father Robin Jones.

## Events

There were no Mayoral events arranged during the year; however, the Mayor was amongst thousands who enjoyed the Live on the Vine concerts held during the summer to help raise funds for The Stag Community Arts Centre, and was honoured to hand over cheques totalling over £70,000 to the Stag in October 2020



## 4. Finance

In 2020-21, the Town Council approved a budget of £1,740,923. General reserves brought forward were £349,732 (2019-20 £318,758) and earmarked reserves (including Public Works Loan Board loan received to finance Bat & Ball Centre) were £3,604,004 (2019-20 £1,964,794).

The 2020-21 Town Council budget includes income of:

- £1,215,276 from the precept paid for by Sevenoaks domestic ratepayers (council tax).
- £519,647 from fees and charges on facilities and services such as hire of community halls, sports pitches, markets, cemetery, Café on the Vine, rents and leases and allotments.
- £6,000 from Council reserves to enable financial adjustments without increasing rates during the construction phase of the new Bat & Ball Centre.

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 £956,114 capital receipts and £747,054 Community Infrastructure Levy (CIL) income received for specific activities and projects. This money goes towards the funding of approved capital projects including the new Bat & Ball Centre and the Business Hub.

Coronavirus lockdown and Tier 4 restrictions have impacted the Council's income streams, with only some of the market stalls and Café on the Vine takeaway currently allowed to open. The receipt of government support grants has meant the revenue impact has not been as bad as originally anticipated.

The Coronavirus pandemic has also required unbudgeted expenditure (currently approx. £26K) including adapting buildings and facilities to be COVID-19 safe, additional cleaning, and IT equipment to enable remote working and meetings. In addition, the Town Council has supported voluntary organisations with emergency funding, including the Stag to the value of £125K (in addition to the usual budgeted grant of £27K).

The Council has managed to absorb additional costs by making savings elsewhere including not giving any pay rise for the first half of the year and reducing full-time equivalent staffing by 1.

Together, this has helped mitigate the financial impact of COVID-19 to January 2021. Despite the impact of COVID-19, we do not anticipate the Council's finances to be in a deficit position at the end of the financial year.

At the Council meeting held on 18th January 2021, Council approved a budget of £1,858,155 for 2021-2022. This will be funded by fees and charges of £557,482 (30%), a precept levy of £1,239,898 (67%), and a reserves transfer of £60,774 (3%) (£39,700 to fund the No 8 Bus, and £41,075 to fund Bat & Ball Station Café during initial years of opening, offset by an increase of £20,000 revenue reserves). For an average Band D house in Sevenoaks, the precept equates to £128.50 per year or £2.47 per week (an increase of £3.09 per year or 6p per week on 2020-21).

## 5. 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 September and January for consideration. The Council is also a major sponsor of the Stag Community Arts Centre and Sevenoaks Summer Festival.

Groups which have benefited from the Town Council Grants during the year 2020/2021 include:

|                                  |         |                                     |      |
|----------------------------------|---------|-------------------------------------|------|
| PS Breastfeeding CIC             | £1,000  | Friends of Pontoise                 | £250 |
| Sevenoaks Counselling            | £1,500  | Sevenoaks Volunteer Transport Group | £500 |
| Bradbourne Residents Association | £250    | West Kent Mediation                 | £800 |
| Sevenoaks Vine Cricket Club      | £16,000 | Sevenoaks Three Arts Festival       | £600 |

In addition, in March 2020, the Town Council created a £30,000 **Community Resilience Fund** for those putting in place voluntary arrangements to help those in need during the pandemic. Grants from this fund have been awarded to:

|                                   |        |  |        |
|-----------------------------------|--------|--|--------|
| Age UK Sevenoaks & Tonbridge      | £2,000 | Care for Our Community (Lockdown Larder) | £1,000 |
| PS Breastfeeding CIC              | £780   | West Kent Mind                           | £900   |
| Citizens Advice North & West Kent | £611   | Sevenoaks Larder                         | £993   |
| The Hygiene Bank                  | £1,500 | Sevenoaks Volunteer Transport Group      | £500   |

## 6. Council Meetings

Public health guidelines during the pandemic meant that face-to-face Council meetings could not take place from March 2020. Following a short period in which reports were submitted to Councillors (and available on the website for the public), virtual meetings began, hosted on Zoom and available to view on YouTube.

The number of views on YouTube were:

| Date of Meeting | Committee                            | View Count |
|-----------------|--------------------------------------|------------|
| 30/06/20        | Town Council Meeting                 | 748        |
| 20/07/20        | Finance & General Purposes & Council | 12         |
| 17/08/20        | Community Infrastructure Committee   | 10         |
| 09/09/20        | Youth Services                       | 4          |
| 14/09/20        | Finance & General Purposes & Council | 7          |
| 28/09/20        | Open Spaces & Leisure                | 9          |
| 05/10/20        | Planning                             | 11         |
| 19/10/20        | Planning                             | 4          |

| Date of Meeting | Committee                            | View Count |
|-----------------|--------------------------------------|------------|
| 14/12/20        | Planning                             | 122        |
| 21/12/20        | Planning                             | 54         |
| 11/01/21        | Planning                             | 78         |
| 12/01/21        | NDP Steering Committee               | 30         |
| 18/01/21        | Finance & General Purposes & Council | 8          |
| 25/01/21        | Planning                             | 129        |
| 08/02/21        | Planning                             | 33         |
| 10/02/21        | (Extra) Planning                     | 6          |

| Date of Meeting | Committee | View Count |
|-----------------|-----------|------------|
| 02/11/20        | Planning  | 18         |
| 16/11/20        | Planning  | 18         |
| 30/11/20        | Planning  | 51         |

| Date of Meeting | Committee                            | View Count |
|-----------------|--------------------------------------|------------|
| 22/02/21        | Planning                             | 33         |
| 01.03.21        | Finance & General Purposes & Council | 14         |

It is noted that figures relate to the number of views, not individuals.

Most Council and Committee meetings take place on Monday evenings, occasionally on other days, and are listed on the Town Council website: [www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk)

Agendas for meetings are available to view from the Wednesday 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.

## 7. Community Investment Plan

### 2019 Community Investment Plan

In 2014, Sevenoaks Town Council set out its first ambitious £4m Community Investment Plan to restore and improve community facilities. The Plan was updated in 2019. Below is a summary of the projects achieved and those that are ongoing.

| Ref | Project  | Funds Invested | Funded by  | Status    |
|-----|--|----------------|--|-----------|
| 1   | Replacement of Raleys Gym – investment into new facilities at Sencio Leisure Centre  | £95,000        | Sale of Raleys                                       | Completed |
| 2   | Replacement of Indoor Cricket School – funds provided to Sevenoaks District Council in s.106 agreement   | £150,000       | Sale of Raleys                                       | Ongoing   |
| 3   | Café on the Vine – restored historic building and brought back into useful community use   | £150,000       | ICET grant and STC reserves                          | Completed |
| 4   | New Play Area near the Town Centre – Buckhurst Play Area   | £100,000       | Sale of Raleys<br>CETB grant                         | Completed |
| 5   | Greatness Recreation Ground – new public toilet, fencing, additional benches and play equipment  | £50,000        | CIL<br>ICET grant                                    | Completed |
| 6   | Multi Use Games Area (MUGA) to replace tennis courts at Community Centre   | £100,000       | Sale of Raleys                                       | Completed |
| 7   | ‘Free’ recreational facilities – additional play equipment at Kippington Meadow  | £4,000         | Kent County Council<br>Cllr Crabtree<br>Member grant | Completed |
| 8   | Sports Strategy<br><br>The Sports Strategy involving 40 local sports clubs has been completed and is an appendix to the Neighbourhood Development Plan |                | Sale of Raleys<br><br>Sevenoaks Mayor’s Fund         |           |

| Ref | Project   | Funds Invested                                       | Funded by  | Status   |
|-----|---|--|--|--|
|     | 3G Football Pitch installed at Greatness  | £450,000   |  | Completed  |
|     | 3G Rugby Pitch at Knole Paddock   | £500,000   |  | Not granted planning permission  |
|     | 3G Hockey Pitch at Hollybush (contribution)   | £50,000  |  | Completed  |
| 9   | Neighbourhood Development Plan<br><br>Completed to draft stage awaiting Sevenoaks District Council's Local Plan development<br><br>Masterplan for Northern Sevenoaks developed and supported by Continued... approximate 70% of local community. Provides plan for regeneration and investment in the area.<br>No 8 Bus – orbital bus route connecting residential areas to town centre. Winner of UK Community Bus 2018. | £100,000<br><br><br><br><br><br><br><br><br>£150,000 | STC Budget<br><br><br><br><br><br><br><br><br>KCC s.106 (Sainsbury development) and community transport fund | Development Stage<br><br><br><br><br><br><br><br><br>Completed and ongoing |
| 10  | Stag Community Arts Centre (STC has a 25-year lease)<br>Capital investment including air handling system  | £150,000   | Sale of Raleys   | Completed  |
| 11  | Bat & Ball Centre<br>Rebuild and refurbish the former community Centre  | £2,750,000* (core cost)                              | Sale of Raleys<br>£1.2m CIL<br>Public Works Loan Board   | Completed  |
|     | <b>Total capital investment into community facilities</b>   | <b>£4,799,000</b>                                    |  |  |

\*Plus contingency of £303,597 = £3,078,805.

Note: ICET = Istock Cory Environmental Trust. CIL = Community Infrastructure Levy

### Projects not included in 2014 original Community Investment Plan

| Ref | Project  | Funds Invested | Funded by  | Status    |
|-----|--|----------------|--|-----------|
| 13  | Bat & Ball Station building refurbishment (25 year peppercorn lease) | £1,452,000     | Heritage Lottery Fund<br>CIL<br>Railway Heritage Trust<br>STC Budget | Completed |
|     | New Access Ramp to Platform 1  | £60,000        | CIL  | Completed |
|     | Cycle racks at station entrance                                      | £29,000        | CIL  | Completed |
|     |  | £45,000        | CIL  | Completed |



|    |   |                   |                      |  |
|----|---|-------------------|----------------------|--|
|    | Cycle racks (including electrical charging) on community centre land adjacent to ramp<br><br>New pedestrian access to Otford Road | £35,000           | CIL                  | Electric charging o/s<br><br>Seeking permission from KCC |
| 14 | Business Hub  | £274,000          | CIL and STC Reserves | Ongoing  |
|    | <b>Total additional capital investment into community facilities</b>  | <b>£1,895,000</b> |                      |  |

|  |   |                   |  |  |
|--|---|-------------------|--|--|
|  | 2014 Capital Investment Plan into community facilities  | £4,799,000        |  |  |
|  | Additional Capital Investment into community facilities | £1,621,000        |  |  |
|  | <b>Total Community Investment</b>                       | <b>£6,694,000</b> |  |  |

## 8. Bat & Ball Centre Project (previously known as Sevenoaks Community Centre)

### Background

The Sevenoaks Community Centre, although used extensively as a community hub, was more than 30 years old, and the fabric of the building required costly maintenance and was uneconomic to operate. Public feedback also indicated that it was no longer a venue where they would want to hold a special family occasion e.g. wedding. Also, a larger venue had been requested by businesses and the public for events with a sit-down capacity of 250. People requiring such a venue were having to go out of town.

Sevenoaks Town Council had already made a commitment to the regeneration of Bat and Ball area and believed that a new community centre was a key component to this.

Initially, the Town Council considered selling its office site and combining capital income to build a two-storey community centre, which would have its offices on the first floor. Unfortunately, there were planning problems relating to this idea on both sites. At the same time, the Red Cross relinquished its building (adjacent to STC's offices), and this provided an opportunity for its development.

Bearing all of this in mind, the Town Council reconsidered its original plan and decided to retain its office site, refurbish the old Red Cross building and keep the current community centre site for its original purposes, which had the benefit of the car parking not being so restrictive.

This proposal provided several advantages:

- Less pressure on car parking at the Bat & Ball Centre
- Less pressure on car parking at STC office site, also enabling nearby residents to use some car parking spaces during non-office hours
- Retains community assets
- Enables Sevenoaks Day Nursery to continue with its original plans (on community centre site)
- Enabled a new Business Hub to be created in the former Red Cross building

## Plan for new Centre

The driving vision for the new Bat & Ball Centre was to replace the tired and no longer fit-for-purpose 30-year-old community centre with a facility that would be characterised by being a high-quality contemporary building, within accessible and vibrant public realm, enabling a lively and eclectic mix of daytime and evening activities. It was intended to complement and be interactive with the refurbished adjoining Bat & Ball Station building, being far more economical to operate with improved aesthetics and extended community space.

It was important to STC that once the new building was constructed the external areas should be landscaped to enable the exterior to also be a valuable community space. It was also vital that the Centre be part of STC's Number 1 Priority strategy to recognise the Government and Kent County Council's declarations for aiming for Zero Carbon. This meant:

- rebuild instead of new build is more sustainable;
- materials used for the building had to be eco-friendly and as sustainable as possible;
- additional sustainable features include solar panels, motion sensor lighting, increased insulation, improved boilers and air conditioning;
- users should be encouraged to use public transport – train station adjacent to Centre;
- installation of electric car charging points;
- more trees, including fruit and nut trees, should be planted;
- provision of cycle racks.

## Rebuild Project

**The new Bat & Ball Centre is one of Sevenoaks Town Council's Community Investment Projects and part of its Northern Sevenoaks Masterplan.**

Work began in September 2019 and got underway swiftly and efficiently. In the spring of 2020, the project became more challenging due to the implications of COVID-19 and national lockdowns. Although construction projects were permitted to continue there were problems with supply chains, closure of manufacturers, shortage of staff due to shielding etc. and restrictions within public health guidelines. It is a credit to all involved that the new Centre was handed over to the Town Council, on time and on budget, on the original scheduled date of 4th December 2020.

Sevenoaks Town Council was honoured that the first use of the Centre was as a COVID-19 Symptom-Free Testing Centre.

We hope that we will soon be able to welcome residents and local community groups into this fantastic new local facility.



### What was the budget and how was it funded?

- Project Budget:
  - £2,775,208
  - + £303,597 contingency
  - **£3,078,805 total**
- Funded by:
  - £1,200,000 CIL (Community Infrastructure Levy) Grant
  - £57,815 CIL Reserve
  - £420,990 Capital Reserves

£1,400,000 Public Works Loan Board (25 years fixed rate, annual repayment £74,202)

### What does the new Centre provide?

- Large main hall - extended in size, with sliding doors to enable link to smaller hall
- Smaller hall for multi-use including play schools (meeting Ofsted requirements)
- Catering kitchen
- Meeting room
- Landscaped garden
- Multi Use Games Area (MUGA)
- Ample parking, including 2 electric charging points (to be installed)
- Cycle racks

- Wi-Fi available throughout the building and modern audio-visual equipment available to use.

The Centre has level access with push button automatic double doors into the main entrance. An acoustic loop system is fitted in all rooms for those with hearing impairment.

The Centre is open all year round and is a perfect venue for:

- weddings
- private parties and functions
- meetings
- conferences
- low impact exercise classes
- community groups
- a wide range of other activities

For a 3D Virtual Tour of the Bat & Ball Centre please visit:

<https://my.matterport.com/show/?m=qpfvaa9i8cJ&brand=0>

or watch the following video:

<https://vimeo.com/497240958>

**Main entrance** with ramp and steps leads into a welcoming **foyer**: an adaptable space, which includes moveable furniture, a large screen and a hatch through to the kitchen.



The **Harry Garrett Hall** (Large Hall) with a wall of windows onto a landscaped garden, includes a small moveable stage, piano, hatch through to the kitchen, large screen, full technical equipment and lighting for presentations.

Sliding doors lead through into the ...

... **John London Hall** (Small Hall): a smaller room with kitchenette, children's toilets, screen and secure outside space.



The **Meeting Room** has a window aspect and screen.

For all enquiries please contact: [hallhire@sevenoakstown.gov.uk](mailto:hallhire@sevenoakstown.gov.uk)

## 9. Sevenoaks Business Hub Project

Business hubs are generally large office spaces with desks arranged in a communal setting to allow for co-working. The desks are then rented on a flexible basis, providing a professional, affordable space to work as an alternative to working from home, or renting out serviced office space. Similar businesses exist in Tonbridge, Tunbridge Wells, and Canterbury.

The building previously occupied by the Red Cross had been empty for a considerable amount of time and was in poor condition. Builders needed to attend a couple of times to provide additional emergency support to the fabric of the building.

The car park on the site also has problems. Drains need to be renewed and the car park area reinstated to the rear of the building. The entrance to the site and car park also needs to be addressed. This work is included in the contract.

The proposal for using the Business Hub has been within the Sevenoaks Town Council's plans for some time, supported by the members of the Town Team.



It is understood that need for such a provision has increased due to COVID-19. Whilst people do not want to travel into London for work, some find it difficult to work from home with young children, and/or for younger people living at home who need to work from their bedrooms.

Feedback received is that if the facility can be hired part- or full-time, and is less than a train season ticket, this would be very attractive to use.

The building contract value £274,268 commenced in November 2020 and is due for completion in March 2021. It will be a much-improved community asset addressing a current identified need.

For further information contact: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

## SEVENOAKS BUSINESS HUB

A BUSINESS PROPOSAL BY SEVENOAKS TOWN COUNCIL

### 10. Open Spaces and Leisure



#### Allotments

The Town Council continues with its successful management of both allotment sites in Sevenoaks: Bradbourne Vale Road and Quaker's Hall Lane.

This year has been like no other as allotments suddenly became places of refuge, fresh air and permitted exercise during COVID-19 lockdowns, when our movements were otherwise restricted. In March 2020, when it became apparent that people had more time

on their hands, and that food supply chains may struggle with the situation, the Council was inundated with requests for plots.

There were more than 40 plots available at the start of the first lockdown. These were quickly rented out and new tenants got started on their little patch of land. The standard of cultivation on both allotments sites remains extremely high and crops vary enormously from fruit and veg to herbs and flowers. There are even some beekeepers. As people become more aware of the importance of nature, organic methods of cultivation have blossomed, and chemicals are no longer used so liberally. The sites are literally buzzing with insects.

There is a shift from the clichéd 'old man leaning on a shovel' image of allotments to young people with families. It is interesting to note that 44% of tenants across both sites are female.

The old adage 'be careful what you wish for' applies. In 2019/20, we were placing adverts and editorial in various publications and on websites in an effort to get more plots rented out. Now there is a waiting list of more than 40 people, and it continues to grow week-on-week. Anyone interested in joining the waiting list should contact: [allotments@sevenoakstown.gov.uk](mailto:allotments@sevenoakstown.gov.uk)

**Quaker's Hall Lane Allotments** comprises 161 10-rod plots, but many are split in half, so there are currently 253 managed plots.

The project to measure all the plots at Quaker's Hall Allotments was completed on schedule during the 2019/20 winter and the new charging structure, in square metres instead of rods, will commence on 1st October 2021.



**Bradbourne Vale Road Allotments** comprises 31 plots of mixed sizes and there are no vacancies. All plots will also be measured and converted from rods into square metres during the spring of 2020/21, and the new charging structure will commence on 1st October 2021.

### Meet Zero, our Electric Van

In November 2019, Sevenoaks Town Council made Climate Change and Carbon Neutral initiatives a No 1 Priority. The priority will be included in consideration of all Town Council activities.



One of the Town Council vehicles was long overdue for renewal and it was agreed that an electric charge van be purchased. The van was purchased in June 2020 and has been branded to enable members of the public to see it more easily around the town.

The new van is fully electric and covers 174 miles on a full charge.

The van is being used by the Town Wardens who inspect play areas and carry out day-to-day tasks on the Town Council's public open spaces.

**Cllr Dr Marilyn Canet, Deputy Mayor and Chairman of the Open Spaces & Leisure Committee said:**

*“Sevenoaks Town Council is leading the way forward in improving the environment with its new vehicle.*

*“We now have an electric powered van for use around the town’s lovely parks, gardens and cemeteries. Especially during these difficult times residents have enjoyed using the well-maintained green spaces in Sevenoaks.”*



The Town Council has also arranged for public accessible vehicle charging points to be installed at its Council Offices site in Bradbourne Vale Road and at the new Bat & Ball Centre. Unfortunately, the installation of these facilities has been delayed due to COVID-19.

### **Vine Green Flag Award**

In 2020, The Vine was re-accredited its Green Flag status. The Vine is among a record-breaking 1,797 UK parks and green spaces that have received a prestigious Green Flag Award, the mark of a quality park or green space.

### **Sevenoaks in Bloom 2020**

The year started on a high as Sevenoaks Town Council had been selected as a finalist in the Britain in Bloom competition along with nine other towns and cities.





The In Bloom Committee were looking forward to the immense challenge of impressing the RHS judges but sadly the competition had to be cancelled owing to Coronavirus.

South & South East in Bloom went ahead on a desktop judging basis and, once again, the Town Centre and The Vine were awarded Gold.

The Bat & Ball Station garden was entered in the 'It's Your Neighbourhood' category and was awarded with the second highest award in its first year thanks to the Friends of Bat & Ball Station: a tremendous accolade.



### **Bees' Needs Awards**

We were also delighted to receive a Bees' Needs Award, a competition run by DEFRA under Green Flag parks and gardens. The Town Council, with the dedication and support of Adrian Cheeseman of the Sevenoaks Living Landscape project, Kent Wildlife and Sevenoaks Soroptimists, has enabled the establishment of 'green corridors for bees and pollinators' through the town.

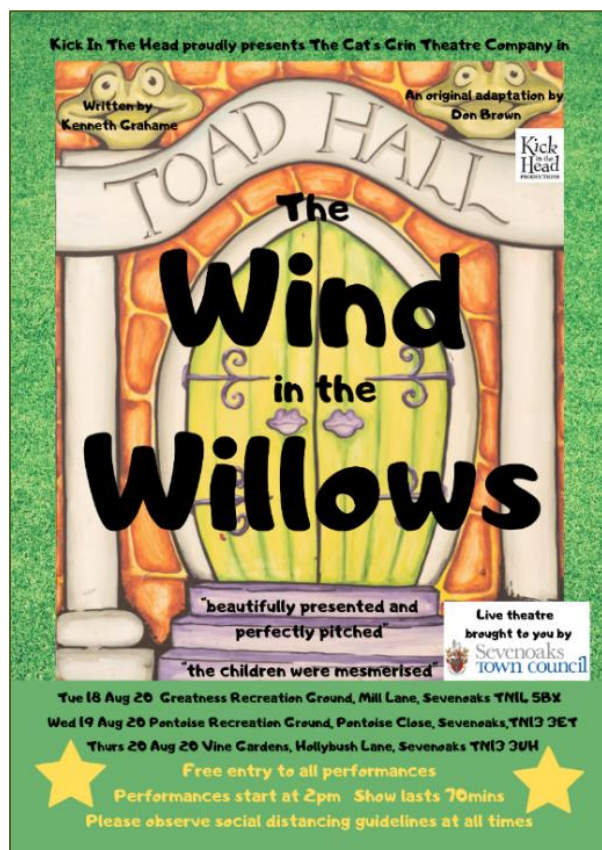
The number of bees seen in the various gardens has increased enormously on all three sites: the bus station, land adjacent to the main railway station and the sensory gardens at The Vine.

It is hoped through this creativity to encourage further planting next year for food and habitat for bees in Sevenoaks and to encourage bigger, joined-up, diverse and high-quality flower-rich habitats.



## Summer Play Provision

Normally each year, Sevenoaks Town Council hosts free Summer Play Dates at a variety of locations around the town during the August school holidays.



In 2020 this was not possible; however, the Council managed to engage an Open-Air Theatre company to put on 'Wind in the Willows'. There were performances at Greatness Recreation Ground, Pontoise (in the pouring rain) and The Vine. The show was immensely popular, and was received with great hilarity by socially distanced families enjoying a welcome distraction during difficult times.



## Greatness Cemetery

Greatness Cemetery continues to provide a popular and peaceful refuge for the bereaved of all faiths and denominations. Between 1st April 2020 and February 2021, 51 burials and interments of ashes took place. Great care was taken to ensure compliance with COVID-19 restrictions, whilst also meeting the needs of the bereaved. This included the provision of mobile Wi Fi to allow live streaming of services.



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



As in previous years, on Armistice Day, the 11th of November, the Town Mayor – in a private event – planted crosses on all graves of those known to have died in active service since 1914.

There is still interest in a Friends of Greatness Cemetery group, and this will be launched once the COVID-19 pandemic is over.

### **Mount Close Play Area Refurbishment and New Equipment Project**



In 2020, Sevenoaks Town Council was awarded a grant of £20,236 by Enovert Community Trust, which has been used to replace the boundary railings and install an additional piece of all-inclusive play equipment at Mount Close play area – a train with ticket office.

Work for the project took place in the summer of 2020 and was completed in early August.

The Deputy Mayor, Cllr Dr Marilyn Canet, has reported very good use of the new equipment.

### **Brittains Common**

In November/December 2020, we received a grant of 420 tree saplings and tree shelters from the Woodland Trust. These were planted along the garden fences at the rear of Brittains Common, with the purpose of thickening and replacing a dwindling hedge of privet, which provides some physical barrier from noise and pollution to the houses in Braeside Avenue.

### **Tree Planting**

Along with the saplings mentioned above we have planted 360 yew plants as hedging at the Bat & Ball Centre, along with ten trees including Lilac, Mulberry, Flowering Cherry and Crab Apple. Although the yew will not grow to be fully mature trees, they still contribute to CO<sup>2</sup> absorption, as well as pollution screening.

All this planting was registered on the BBC Countryfile / Woodland Trust Virtual Map of Tree Planting and forms a sizeable contribution to their target of 750, 000 trees this year.

### **Vine Gardens**

During a year of so many restrictions, the town's green and open spaces became of paramount importance for people to take exercise and, when permitted, meet friends in the outdoors. Our Open Spaces Team worked hard, adhering to public health guidelines,

throughout the varying levels of restriction, to maintain the spaces and ensure a safe and enjoyable experience for visitors.

The Vine Gardens experienced a significantly increased level of activity and we extended the opening hours of the Café on the Vine to meet the demand.



*“My husband and I would like to say a big thank you for having the Café on the Vine open so much at present. It makes a very useful place to aim for on a walk or to meet friends outside in a socially distanced way. Having a number of park benches nearby makes it a perfect venue (weather permitting!).”*

### **The Vine Cricket Ground Restoration**

At the end of the summer, the condition of the Vine Cricket Ground outfield had become a considerable problem due to several factors coming together: drought, build-up of thatch, PH balances and intense public use during COVID-19. The use of disposable BBQs, football studs, the riding of bikes and beer tops embedded in the grass had collectively made the outfield classified as unsuitable for premier league cricket.

The Town Council agreed a grant of up to £16,000 towards the work needed to enable high level cricket to be played again, and protection of the heritage landscape important to the local community. The total project cost £25,000 with the balance being provided by Sevenoaks Cricket Club.

The work involved fencing off the area until spring 2021, applying treatment, rotavating to a depth of 150mm, reseeding, applying fertilizer and further treatments, regular watering and a secondary level of seeding. In March there will be another application of fertilizer and then, when the weather warms, another overseed just to boost the sward density further still.

The restoration work is progressing well, and the intention is to re-open to the public on Wednesday 31st March 2021. Please see photographs below relating to the progress of the project.



**The Mayor commented:** *“During the pandemic The Vine became ever more important to Sevenoaks residents as the green heart of the town. 'Live on The Vine' events to support the Stag, the chance to watch gentle games of cricket or just to sit and be – these are all memories I have of the past year. The heavy public use of the cricket outfield took its toll, but that was a sign of how much we treasure it. And now, I am so glad that your Town Council has been able to help to restore the cricket pitch to its former glory.”*

### **Roadside Advertising and Highway Banners**

The Town Council agreed to take over the responsibility for regulating road-side advertising within the town, which was previously a Kent County Council function. It also informally regulates the installation of posters at seven sites enabling advertising of local community events. Local interest groups pay a small fee to help cover the cost of administration of the scheme.

The Town Council enables local organisations to advertise via a highway banner, 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)

## **11. Community Events**

Sevenoaks Town Council works in conjunction with Sevenoaks Town Team (formerly Town Partnership) and other organisations to provide an annual calendar of events. These events help to create community interaction, address loneliness and derive economic benefits for the area.

This year, due to the pandemic, our ability to put on community events was severely curtailed. However, working safely in accordance with public health guidelines, we were able to provide a few key events.



## Live on The Vine Festival 2020

2020 brought an unprecedented challenge to the arts industry, and kept music, theatre and comedy fans away from venues around the country.



However, for eight weeks during the summer, Sennockians were able to enjoy live entertainment every Friday, Saturday and Sunday at 'Live on The Vine', a fair-weather festival featuring an array of acts performing on the bandstand in The Vine Gardens, right in the middle of the town.

People were invited to bring a blanket / chair and picnic, sit on the grass in a socially distant bubble and enjoy the broad spectrum of music and comedy acts.



The event was hosted by the Town Council and organised by Jamie Alexander Wilson, with the support of the Town Council team and many dedicated local volunteers. The festival of performances featured stars of the West End, and some of the UK's finest jazz bands, as well as music, comedy and variety acts from Britain's Got Talent. Local residents were asked to donate funds instead of buying tickets.

More than 3,500 people attended events over the eight-week festival, donating £21,000. The funds were split equally between the Save Our Stag fund, raising money to secure the future of the much-loved theatre and cinema, and the artists who performed at each event.

**The Mayor said:**

*"Live on The Vine has been a brilliant success. It has been a wonderful show of community resilience and teamwork in the face of COVID in support of our Stag Theatre. A big thank you to all the volunteers, the Town Council team, and the creative dynamism of Jamie Alexander Wilson for making it happen."*



**Christmas Lights**

Although we were unable to hold our traditional event to switch on the Christmas lights this year, we felt it was important to install the lights and bring festive cheer to the town. As The Vine Gardens have been so important to people during lockdown, we also enhanced the lights in that area, lighting up the Café and the Bandstand.



The Mayor took great pleasure in switching the lights on, despite social distancing and the lack of an audience!

## **12. No 8 Bus**

Passenger numbers have steadily increased for the No 8 bus which operates on an hourly basis six days per week. Kent County Council now provides 100% funding of the bus service and manages its operation with the Town Council as consultees.

## **13. Town Twinning**

Sevenoaks is twinned with Pontoise in France and Rheinbach in Germany. Both twinning associations continue to be supported by Sevenoaks Town Council. The Friends of Pontoise and the Friends of Rheinbach promote cultural understanding and exchanges, although sadly no exchanges could take place during this year.

## **14. Youth Provision**

### **Sevenoaks Youth Council**

Youth Council meetings are held approximately every six weeks in the Town Council Chamber. Since its inception in 2009, the Youth Council has become increasingly involved in initiating and developing events for young people. All young people are welcome to attend.

The term of office for the Youth Council 2018-2020 ended in October 2020. Unfortunately, due to the pandemic, the Youth Councillors were unable to meet for their last few meetings. Given the continuing uncertainty about the ability to meet and the tremendous challenges facing young people with their education during 2020, it was agreed to postpone the elections for a new Youth Council until 2021.

We would like to thank our Youth Councillors 2018-2020 for their hard work and commitment to providing a voice for young people in Sevenoaks, and for the many projects and activities that have made such a contribution to the Town.

Some of their achievements are:

- Identifying issues to address and developing a Two-Year Plan
- Raising environmental concerns and
  - launching Plastic Free Sevenoaks Pledge and Water Bottle Refill Scheme with local businesses
  - promoting electric charging points
  - participating in the Town Council's Anti-Litter Campaign
- Advising on a revamp of the House in the Basement Youth Café (HitB)
- Establishing a Chess Club and monthly pool competitions at HitB
- Fundraising for nominated charity, Stem4, which supports positive mental health in teenagers
- Helping to organise and promote a Skateboard Park event and Live on The Vine end of term celebration



- Achieving ‘Highly Commended’ Award for Youth Group of the Year from Sevenoaks District Council
- Visiting the Houses of Parliament, including a private meeting with Sir Michael Fallon, M.P. for Sevenoaks at that time, who commented that *“The youth councillors posed some good but tough questions.”*

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. We hope to hold elections for a new Youth Council later this year.

For further information, please visit: <https://www.sevenoaksyouthcouncil.com/>  
Contact: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

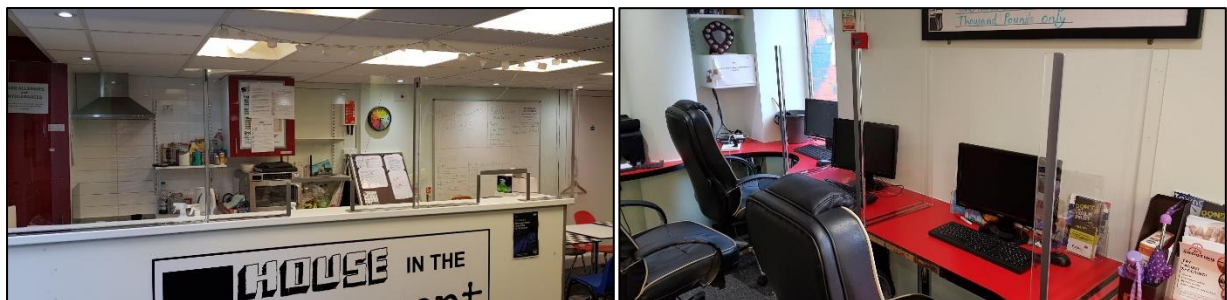
### House in the Basement Youth Café



The Youth Services Committee, chaired by Cllr Rachel Parry, oversees the management and development of the House in the Basement Youth Café (known as HitB), now in its eighth year. It is a safe space for young people to relax, meet with their friends, make new friends, get information and advice, 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. HitB is managed by Chris Essex and supported by casual staff and volunteers from Sevenoaks Area Youth Trust.

The Neighbourhood Scheme has continued with food being donated by local supermarkets. The availability of hot meals continues to be an important offer from the Youth Café.

Due to the pandemic, it was only possible to operate the Youth Café during September to December 2020. The operation of the venue was adapted to meet government regulations, limiting staff attendance and restricting the number of young people attending. An enhanced cleaning regime was introduced, and Perspex screens installed.



The Youth Café is available for hire, for further information contact:  
[hallhire@sevenoakstown.gov.uk](mailto:hallhire@sevenoakstown.gov.uk)

## 15. Planning

### Planning Committee

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.

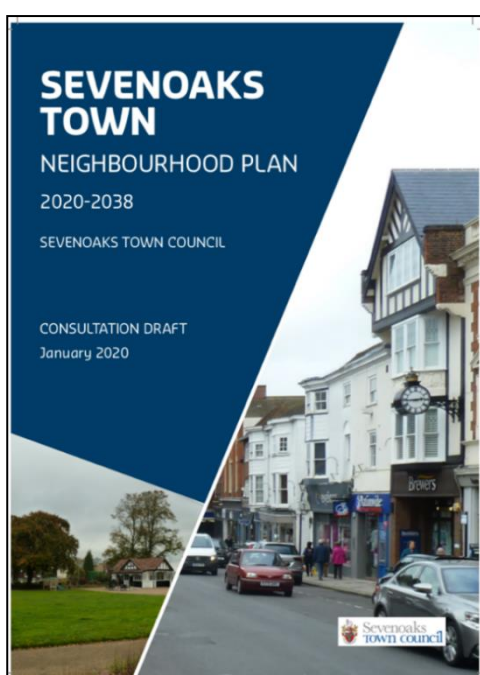
Between April 2020 and October 2020, face-to-face planning meetings were suspended and decisions and planning recommendations were delegated to ward members, committee and chairs and the Chief Executive. Applications were still allocated to Councillors and details of planning applications considered were published in the normal manner and timescale. Members of the public were able to submit written representation regarding applications via email, which would then be circulated to the Committee. From October 2020 onwards, planning meetings resumed virtually over Zoom. Members of the public can register to speak on an application at the virtual meeting or watch the livestream on YouTube.

### Planning Applications

During 2020/2021 the Town Council will have commented on circa 400 planning applications submitted within the Sevenoaks Town Council area and has supported Sevenoaks District Council in its refusal of applications via a number of written appeals.

The Town Council continues to monitor tree work applications in the area despite not being a consultee and will make representation when applications of concern are submitted.

### Sevenoaks Town Neighbourhood Development Plan



Following the conclusion of the public consultation on the 31st March 2020, the progress of the Sevenoaks Neighbourhood Development Plan (NDP) experienced delays due to COVID-19 and awaiting a decision on the Sevenoaks District Local Plan.

However, the NDP Steering Committee met in January 2021 to discuss the feedback received during the consultation in order to agree on how the draft document could be altered to best reflect the needs of the public.

The Steering Committee and Planning Committee intend to sign off the final NDP draft during March / April 2021, it will then be submitted for a statutory programme conducted by SDC concluding in a referendum for the residents of Sevenoaks.

For more information, please visit [Sevenoaks Town Neighbourhood Development Plan](#) or email [planning@sevenoakstown.gov.uk](mailto:planning@sevenoakstown.gov.uk) to be added to the distribution list, which sends out periodic updates and invitations to meetings.

## 16. Sevenoaks Markets

Sevenoaks Town Council continues to manage the following Sevenoaks Markets:

- Wednesday Market next to the Bus Station 8am till 2pm
- Saturday Bligh's Market 9am till 4pm
- Saturday High Street Market 9am till 4pm
- Bligh's Christmas Market 9am till 4pm (each day in the week prior to Christmas)



As for all retailers, this has been a challenging year for our market traders dealing with changing regulations throughout the year, often at short notice, and implementing measures to ensure the safety of themselves and their customers. Some market traders were not able to trade during lockdown periods.

We are very grateful for the dedication of our Sevenoaks traders and their adaptability during these testing times.

The Saturday markets are well attended by members of the public.

The Wednesday market has always had the challenge of encouraging footfall to its recessed position beside the bus station. Attendance by public and stall holders reliant on each other has decreased sharply. For this reason, Sevenoaks Town Council is seeking permission to move the Wednesday market to the High Street as per the Saturday 'Charter' Market.

## 17. 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 Andrew Eyre, Chief Executive of the Stag, is Chairman of the Sevenoaks Town Team.

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

## Sevenoaks Recovery Plan

In April 2020, Town Team representatives held an online meeting with 30+ local business representatives to consider a Recovery Plan for Sevenoaks. The Recovery Plan was based on recommendations from the Association of Town and City Management of which the Town Team is a member.

The Recovery Plan was considered favourably by many both locally and nationally.

Unfortunately, it was not possible for all the proposals to be put into action as many were beyond the remit of the Town Council and Town Team. In November 2020, the Town Team revisited the Recovery Plan and agreed the following:

It was important to concentrate on Stage 2 of the Sevenoaks Recovery Plan working together on good ideas and plans to encourage people back to our High Streets and use the following to do this:

- A consistent and strong campaign to promote Sevenoaks as a safe place to shop and do business – Love Sevenoaks, support local businesses
- Increased signage about COVID-19 and being safe
- All businesses to be encouraged to promote the same message
- Promote positive messages in and beyond Sevenoaks e.g. free car parking available on Saturdays, extended bookshop, new businesses opening



## Sevenoaks Promotional Video

Restrictions at the end of the year meant that restaurants, cafés, the theatre and cinema were unable to open. The Town Team, however, wanted to demonstrate that much of Sevenoaks was still open for business! A promotional video was launched on 1st December showcasing the town and the businesses that were still operating, encouraging residents to shop local and support their town.

## Events

Unfortunately, key events in the Town Team's calendar were unable to take place this year; however, we look forward to seeing the return of the Sevenoaks Business Show, the Wellbeing Show and Sevenoaks Business Awards in the future.



## Saving the Spirit of Christmas Trail in Sevenoaks



The Sevenoaks Town Team was keenly aware of the COVID restrictions on Christmas activities in 2020 and teamed up with QR code trail experts High Street Safari to create an interactive story-trail in Sevenoaks, designed to encourage children to walk, have fun, get engaged and – most importantly – take their minds off the pandemic.

The trail was positioned around Sevenoaks with ten 'Christmas Spirit' characters to find, free of charge for families and groups to take part, with the prize of a heart-warming Christmas e-book at the end.

## Sevenoaks Window Wanderland

The Town Team also launched Sevenoaks Window Wanderland. This is a national, family-friendly event, where residents, businesses, groups and schools can create a display for their window, door or garden. We invited residents to decorate a window / door to transform our streets into a festive gallery throughout December, and encouraged people to wander and admire the displays. We had a fantastic response from window makers and received a lot of positive feedback. Our page on the Window Wanderland website received 6,476 views!



## 18. Summary

The Town Council is committed to continue delivering, protecting and enhancing community facilities, and providing good quality facilities and a vibrant environment to ensure it is a town where residents want to live, businesses prosper and which attracts visitors.

**There are many opportunities for residents to be involved in Town Council activities and help to make Sevenoaks a more sustainable and thriving community. All you need to do is to get in touch with us – please see the front page for contact details.**

# Functions & Facilities provided by Sevenoaks Town Council

## OPEN SPACES & LEISURE

### • ALLOTMENTS:

*Bradbourne Vale Road  
Quaker's Hall Lane*

### • BETHEL ROAD BURIAL GROUND

### • BRITTAINS COMMON

### • BRITTAINS LANE WOOD

### • 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*

### • MIDDLEINGS 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)

### • 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 SEATS IN VARIOUS LOCATIONS

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

### • SEVENOAKS TOWN PARTNERSHIP [sevenoakstownpartnership.wordpress.com](http://sevenoakstownpartnership.wordpress.com)

### • 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

### • VINTAGE BUS

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

## EVENTS

### • ARMED FORCES DAY TOWN SUPPORTERS

### • CHRISTMAS ILLUMINATIONS IN TOWN

### • CIVIC FUNCTIONS

### • VINE BANDSTAND/FREE SUMMER CONCERTS

## PROPERTY

### • BUSINESS HUB (*former Red Cross Building*)

### • BUS SHELTERS (*Dartford Road x2, St John's Hill x3, Bradbourne Vale Road x1, London Road x4, Seal Road x1, Tonbridge Road x1*)

### • JUBILEE CLOCK (*Old Market House*)

### • WARREN CLOCK (*above Brewers*)

## Town Councillors 2019-2023

| NAME                    | PARTY            | NAME   | PARTY            |
|-------------------------|------------------|--|------------------|
| EASTERN WARD            |                  | ST JOHNS WARD  |                  |
| Cllr A S Clayton        | Liberal Democrat | Cllr S Camp  | Liberal Democrat |
| Cllr T Morris Brown     | Liberal Democrat | Cllr R M C Hogarth   | Conservative     |
| Cllr E T Waite          | Liberal Democrat | Cllr S G Raikes  | Conservative     |
| KIPPINGTON WARD         |                  | TOWN WARD  |                  |
| Cllr A Eyre             | Conservative     | Cllr K Bonin   | Conservative     |
| Cllr R J Parry          | Conservative     | Cllr N J L Busvine OBE   | Conservative     |
| Cllr R L Piper          | Conservative     | Cllr Lise Michaelides  | Liberal Democrat |
| NORTHERN WARD           |                  | WILDERNESSE WARD   |                  |
| Cllr M Canet            | Liberal Democrat | Cllr Mrs R E Parry   | Conservative     |
| Cllr V Granville-Baxter | Liberal Democrat | To contact a Sevenoaks Town Councillor, please use the following email format: Cllr.surname@sevenoakstown.gov.uk<br>eg. to contact Councillor Piper, the email address would be: Cllr.piper@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:

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



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 2020**

---



**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

---

| <b>Contents</b>  | <b>Page</b> |
|--|-------------|
| General information  | 1           |
| Chairman's Statement   | 2-5         |
| Trustees Report  | 6-15        |
| Independent Auditor's Report                                     | 16-18       |
| Consolidated Statement of Financial Activities                   | 19          |
| Consolidated Balance Sheet                                       | 20          |
| Charity Balance Sheet  | 21          |
| Statement of Cash Flows and Consolidated Statement of Cash Flows | 22          |
| Notes to the Financial Statements                                | 23-35       |

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

---

**General information**

**Trustees**

Simon Raikes, Chairman

Keith Bonin  
Nicholas Busvine OBE  
Sue Camp  
Merilyn Canet  
Tony Clayton  
Victoria Granville-Baxter (Vice-Chairman)  
Roderick Hogarth  
Rachel Parry  
Richard Parry  
Robert Piper  
Claire Shea  
Edward Waite

**Company registered number**

07090305

**Charity registered number**

1137420

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 2020**

---

What a year we have all experienced. The Stag's annual report to you and to the Charity Commission became an administrative victim of the pandemic which has affected all of our lives and our report to you is five months later than normal. I and the trustees of The Stag send our best wishes and thanks to all of our loyal supporters and where the impact of Coronavirus has been extreme we send our condolences to you and your families and friends.

The Stag was shut down on March 23 2020 at the end of the last financial year (April 2019-March 2020) which this report is designed to cover. However it would be wrong of me to write now in 2021 and ignore the effect of the pandemic on The Stag, the country and on us all personally.

The staff worked incredibly hard to re-open when Government guidelines allowed - the cinemas in July 2020 and then the theatre in September. There was a clear indication of the pent-up demand the people of Sevenoaks have in the response – particularly by families with younger children – as we put on a series of older and classic films and then new films as they began to be released by the film distributors. The Christopher Nolan masterpiece "Tenet" was released to cinemas and was The Stag's top film in 2020/21 although of course its run was limited and its potential for viewers was curtailed by the impact of the pandemic and Government restrictions.

We will watch carefully the impact of the changes to how distributors release their films in future – either to cinemas or to Video on Demand (PVID). There are strong indications that the distributors will continue to use a theatrical release (to cinemas) as their prime initial point of sale. The family film 'Trolls: World Tour' was released to both cinemas and to TV in March but still sold the most tickets of films at The Stag – admittedly only at a level of 5% of expectations in a normal year.

In September our pantomime producer Jamie Alexander Wilson continued his fundraising work from the Summer's hugely successful "Live on the Vine" concerts with a series of excellent concerts in the theatre under the title of "It's time to come back inside". Several were sold out (within the confines of the restricted attendance dictated by the Government and the pandemic) and only stopped because of the restrictions which closed us in November and under which we have been closed since.

I also wanted to comment on Stag Youth Theatre's work with many young people in Sevenoaks providing them with an allowed outlet and a new experience to write short plays which The Stag and SYT managed to put on at the end of October before the new shutdown regulations came into force. They wrote and performed eleven brilliant short plays which provided a creative outlet which had been restricted by the lack of school and of social contact with others for so long.

The Stag worked closely with the professional pantomime producers to ensure a production was in place in December although in the end national restrictions meant it couldn't be performed to an audience in the theatre. In a technical first for the pantomime producers and for The Stag two performances were transmitted live and broadcast on the internet with subsequently a recorded performance being available. The show was seen by several thousand people.

The Stag has been closed for most of the year and in an organisation which counts its income through performances on the stage and in the cinema this has meant a year without income. Survival has been number one on the agenda and I want to congratulate the Chief Executive, the senior management team and all the staff for their dedication to searching out grants and donations from numerous sources. Financially top of those lists has been the input from central Government in the Coronavirus Job Retention Scheme and the Culture Recovery Fund from which The Stag received a grant of £444,395 and meant we could avoid redundancies and keep our skilled workforce together.

That impressive sum has undoubtedly saved The Stag for the moment but it comes with controls and whilst it was being sorted out and paid to The Stag the people of Sevenoaks have come to our rescue with phenomenal generosity from our local Town Council with its grant of £125,000 and Sevenoaks District Council's grant of £25,000.

---

**STAG COMMUNITY ARTS CENTRE****(A Company limited by guarantee)****CHAIRMAN'S STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2020**

---

However I wanted to say a personal thanks to every individual and group who have donated individual sums ranging from £1 to £2,500. When we set out to re-invigorate The Stag in 2009 we promised to keep ticket money safe and secure and whilst these particular circumstances were unforeseen the promise we made was kept. We have returned more than £250,000 to hirers and ticket holders. During that process many people have generously donated the value of tickets they had with us to see performances cancelled by the pandemic controls. Every pound donated to The Stag means a step forward in our survival so we can continue to provide theatre shows, cinema and meeting facilities to the people of Sevenoaks and beyond – our charitable commitment to the people of Sevenoaks.

Over the Summer our public appeal to raise £60,000 surpassed that total and now totals more than £75,000. It was this generosity direct from the people of Sevenoaks who wanted The Stag to stay alive and open which meant we were able to survive until the Government's Culture Recovery Fund was available. Thank you to every one of you.

**Donations made to The Stag**

|                            |  |
|----------------------------|--|
| Government (theatre)       | £444,395                                   |
| Sevenoaks Town Council     | £125,000                                   |
| Public Appeal              | £75,000                                    |
| Ticket refund donations    | £29,000                                    |
| Live on the Vine           | £10,500                                    |
| Plaza Doors                | £9,900 (Theatres Trust and Enovert grants) |
| Government (cinema)        | £9,800                                     |
| Gift                       | £2,000                                     |
| Friends of Stag            | £2,500                                     |
| HMRC Gift Aid              | £6,000                                     |
| Sevenoaks District Council | £25,000                                    |

The generous grant from the Government's Culture Recovery Fund has an underlying aim to improve our facilities to ensure the long-term viability of The Stag. With this in mind the staff have been working very hard on numerous projects to improve the experience visitors and hirers at The Stag for when we do re-open.

Our computer wiring and the way in which they all talk to each other has built up over 20 years and doesn't always work as we would like. This leaves our staff struggling to work efficiently. We have replaced the old system with 2.5km of new cabling and state of the art controlling software. This also means that we have effective WiFi in all of our spaces resulting in a much improved service for both our customers and our hirers.

The Limelight Meeting Room now has its own self-service coffee corner, full audio/visual facilities and WiFi so you can hold a meeting of up to 16 people in the centre of Sevenoaks. We have re-vamped the Plaza with new equipment, new lighting, a full theatrical blackout (helpful whether you are in a performance or a meeting) and a cool new look.

Looking at the year 2019-2020 I particularly wanted to comment on the community purpose of The Stag – which is at our charitable heart. When we took over The Stag in 2009 from its fourth bankruptcy we set out to use an underlying commercial model so we could also provide facilities to the community of Sevenoaks and the surrounding villages. In that we have succeeded spectacularly, a ten year success for The Stag overall the progress of which was only brought to a halt by the global pandemic and Government edict to close to protect the health of us all. I look forward to the impact the vaccines will have in the coming months - when we can re-open safely and return again to that successful business model and that success in providing community with the wide array of facilities at The Stag.

In 2019-2020 we continued to provide first-run film release films for everyone. In particular of course we are proud that more than 85% of the films we showed were aimed at families or at those who want more grown up themes. We waited in vain for a release date for the new Bond film ('No Time To Die') and I understand it might now be released in September 2021.



---

**STAG COMMUNITY ARTS CENTRE****(A Company limited by guarantee)****CHAIRMAN'S STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2020**

---

Our strongest seller was the live action re-release of 'The Lion King' and also for families 'Frozen 2' and 'Toy Story 4' not far behind. Successful films for grown ups in 2019 included 'Downton Abbey', '1917', 'Little Woman', 'Emma' and 'Judy'. We had another successful year for our Stag Select strand and in particular live transmissions from the National Theatre such as sell out performances of 'All About Eve', 'One Man Two Guvnors', 'Cyrano de Bergerac', 'Hansard', 'The Lehman Trilogy' and many more. We showed a wonderful theatrical presentation of 'Les Miserables' which benefited so much from a large screen and The Stag's wonderful sound system. We expanded and showed the New York Metropolitan Opera with their performances of 'Aida' and 'The Barber of Seville' as well as showing wonderful Glyndbourne performances.

The theatre and Plaza were very busy hosting nearly 750 events through the year. Of those 62% were commercial events which contributed 92% of our income from the theatre and Plaza. The remaining 38% of events carried out by our local community users were charged just 8% of our income for the theatre and Plaza.

The year of this report (2019-2020) was a wonderful success for The Stag with very busy schedules and an even busier outlook for 2020-2021. We will work hard to remain open and return to those levels of success concentrating as we have always done on our community and our community users. Cinema income was broadly level with the previous year (2018-2019) and theatre income was up. Unfortunately the impact of the first lockdown affected the last month of activities. Our Not-For-Profit policy meant our usual aim of a small surplus at the end of the year was derailed by the loss of income in March 2020 first because of the threat of lockdown and then on March 23 the first lockdown itself. This meant we have a small deficit of £1,497 for 2019-2020 with all of our reserves being transferred to our survival funds.

Our policy has always been and will continue to be to put any available funds back into the business and the building with the continued aim of keeping The Stag going and improving its services for the long-term.

|  | 2020            | 2019          |
|--|-----------------|---------------|
| Turnover   | £1,115,571      | £1,077,833    |
| Net income (before transfers)  | (£1,497)        | £35,663       |
| Contribution to Project Reserves   | £ Nil           | £30,872       |
| <b>Operating Surplus / Deficit</b>   | <b>(£1,497)</b> | <b>£4,791</b> |
| Funds at 31 March 2020   | £291,535        | £293,032      |
| Available Project Reserve funds after ongoing commitments for improvements to the building | £143,259        | £131,449      |

We continue this development of The Stag and the services we can offer using the donations made so generously by the people of Sevenoaks and through the Culture Recovery Fund. Projects being completed now are:

- Refurbish the Stag Plaza with new equipment, new doors, improved lighting and re-decoration
- Refurbish the foyer toilets and the basement ladies toilet
- Refurbish the Limelight Meeting room with A/V equipment and coffee facilities
- Upgrade our foyer marketing displays to digital screens
- Install WiFi throughout the building
- Re-wiring the computer network
- Make some longstanding building repairs
- Replace some 1984 and 1991 worn out carpeting

Our developing Stag Arts Festival was a casualty of us being closed in 2020 but we are planning for 2021 when it will return.

---

## STAG COMMUNITY ARTS CENTRE

(A Company limited by guarantee)

### CHAIRMAN'S STATEMENT FOR THE YEAR ENDED 31 MARCH 2020

---

The Stag is one of the features that makes Sevenoaks such an interesting and unique town for us all. The reputation of what it provides for the people of Sevenoaks continues to spread. We have spent 2020 staying in contact with all of our hiring companies moving their events to new dates as the potential for re-opening approached and then receded. New dance schools, performing arts schools and drama companies continue to contact us to perform at The Stag with its large stage and large backstage areas and flexible Plaza space. It is also home to the Stag Youth Theatre and their premiere performances of SYT's professional and ground breaking Film in a Week. These are written, directed, performed and filmed by members of SYT under the guidance of the multi-talented Simon Cossons. He is a very welcome addition to The Stag and Sevenoaks.

The other half of that creative partnership which has provided so much support to The Stag over ten years saw Jamie Alexander Wilson using his knowledge, flair and contacts to put on the successful Live on the Vine concerts which raised £10,500 to the survival of The Stag and provided some paid work for West End theatre stars many of whom had not worked since February.

Youth activities and community support are central planks of what The Stag does in Sevenoaks. I welcome you to this annual report for 2019-2020 and hope that very soon you will again be able to visit The Stag to see the many music, drama, dance and other events in the theatre, our cinemas and the Plaza which are already booked into our schedules for 2021 and into 2022.

Although my report relates to the year 2019-2020 we are in extraordinary times and I make no apology for again referring to the situation in which we now find ourselves. I must pay tribute to the amazing job that Andrew Eyre and the extraordinary team he has assembled around him has done and for the way they have responded to the unprecedented circumstances that has engulfed us all.

There was a mammoth task of re-booking a record number of events to later dates aiming to re-open when we were allowed, booking and re-booking films as the rules changed seemingly on a weekly basis and ultimately in refunding around £250,000 to hirers and a mass of individual ticket holders. This was an almost continuous process as The Stag came out of lockdown and then entered tier-4 restrictions in November and of course to the lockdown in which we now find ourselves.

You have seen the phenomenal level of grants gained. Applying for these is not the work of a moment, they involve a huge amount of time in completing the necessary forms in the best way. The team made and kept The Stag covid-secure creating new procedures so that The Stag always followed Government guidelines - for our staff and our customers when we opened in the Summer to keep everyone safe.

This activity fell on top of the normal day-to-day accounting, maintenance and other functions so that we were ready to open the cinema in July and the theatre in September even though so many of the normal team weren't allowed to work normally as they were under the protection of the Governments CJRS (furlough) scheme. We will be ready to re-open when we are allowed later this year – with events in place and tickets on sale.

#### **I want to repeat that we fully expect to re-open and fully intend to re-open as soon as possible**

Finally I would like to acknowledge the active and continued support of Laura Trott MBE, our Member of Parliament. She has been in regular contact with The Stag to understand the issues relating to The Stag in particular and the wider sector generally. She has worked hard behind the scenes in Government to ensure that support was forthcoming to the sector and raised the issue in Parliament – specifically mentioning The Stag Theatre as an example. She obtained an undertaking from the DCMS Secretary Of State that he would join her in coming to see our pantomime. Sadly this didn't prove possible because of the lockdown restrictions but there is always this year's performance of 'Pirates of Treasure Island'!

Simon Raikes, Chairman  
March 02 2021

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

---

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

---

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 2020. 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) (effective 1 January 2015).

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;
- (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.

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

---

This year (2019-2020) has been an exceptional one with The Stag, Sevenoaks and the World impacted by the effects of the Coronavirus pandemic. The Stag has continued towards its charitable aims even when closed during 2020 and when trying to survive. 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. 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. 38% of all events during 2019-2020 were community and The Stag received only 8% of its income from these events. In 2019-2020 The Stag continued its diverse offering of shows, events and now business activities. We continue to attract other events successfully diversifying audiences. These include:-

- Monthly comedy club including national and international stars;
- Regular music shows bringing touring, national and international groups;
- Professional and amateur pantomime shows;
- Art gallery working with many local artists and the Sevenoaks Visual Arts Forum;
- Primary and secondary school theatre, music and dance shows;
- Family friendly shows;
- Enabling access events - Mencap Drama Group, Dementia Care, Headway Injury Support, Macular Degeneration Support, Royal British Legion;
- Family events such as cinema & birthday parties plus under 18 events;
- Hosting Sevenoaks Town Council's House in The Basement (HITB), a free-to-all youth café, since July 2012;
- Dance shows and stage schools;
- Professional ballet performances;
- Youth Theatre including excellent youth musical performances of West End musicals and excellent and original drama by the Stag Youth Company;
- Café open 6 days per week including the re-furnished free-to-use community art wall to display school, amateur and professional art shows and a free children's play and activity area;
- Training events;
- Conferences;
- Regional events;
- Promotional events;

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. The Charity has continued to build on the early year successes when those grants were available and continues to provide from its own revenues reduced pricing for local state school performances and some limited support for local youth groups. The Stag principally provides facilities - now for three youth groups (Bullfrog Youth, RARE Productions and the Stag Youth Theatre). SYT provides drama, play-writing and film-making courses.

The cinema continues to show first run films on their date of national release alongside our continuous development of Stag Select live transmissions, cult films and specialised films plus 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, grant bodies and the Friends of Stag continue to provide financial and support through benefit in kind.

The Stag Café operates alongside its catering, bar and kiosk activities. It continues to operate in the evening during theatre events as a theatre bar when it is manned by volunteers.



**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

---

The Trustees once again thank both our staff and our enthusiastic group of volunteers without whom the Stag could not operate so well. All our people 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. Staff and volunteers are two sides of the same coin providing the individual service to customers and hirers.

**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. Developments and improvements will be carried out as funds are available.

During much of 2020 The Stag was closed through Government edict. However external grants from the Government and the people of Sevenoaks did enable upgrade, refurbishing and improvement works throughout the building were completed especially behind the scenes in 2020.

During 2019 we were able to replace old and worn out carpeting in the café and the upper foyer through the generosity of the Friends of Stag.

***Theatre***

In 2019-2020 The Stag Theatre has done very well for its hirers with an excellent return from the theatre strand of the business. The United Kingdom finally left the European Union but this did not directly impact The Stag. The increasing understanding of the effects of the Coronavirus pandemic during January-March 2020 became the over-riding and uncontrollable effect with The Stag being closed alongside all theatres and cinemas throughout the UK on March 23 2020. However, during 2019-2020 the Stag continued to be a local destination of choice for the people of Sevenoaks and the surrounding area with high quality amateur and professional entertainment being staged. The response from the community in September and October 2020 when we were allowed to re-open for a short period showed this is likely to continue.

The theatre auditorium has been used throughout the year for shows covering drama, pantomime (with a technically excellent and record-breaking box office professional version of Aladdin) and a brilliant version of Robin Hood from the Sevenoaks Entertainers, comedy, musical theatre including ballet, classical symphonic music from Sevenoaks' own orchestra, choral music, rock, prog rock, folk and blues. Our new partnership with Rare Productions sits alongside the resident Stag Youth Theatre. The Stag's comedy club Outside The Box continues to attract national and international stars as well as up and coming new comedians.

The Stag continued its capital developments in the theatre and its equipment by replacing the worn out 1991 carpeting in the café and upper foyer. Following the work done during the pandemic shutdowns, The Town Council and the Charity has now invested nearly a million pounds in capital improvements to the building since 2009. This has been continued during the enforced shutdown in 2020-2021 using survival and long-term viability funding from the Government and most importantly from generous donations from the people of Sevenoaks. 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 The Stag provides.

***Commercial Cinema***

The commercial cinema recovered some of its reductions from 2018-2019 before the last few weeks of 2019-2020 were completely lost through the first Pandemic lockdown. The Stag continues to be the local cinema of choice particularly for families providing a wide variety of first run blockbuster, family and other films of all genres. This year the Stag showed a hundred well received films and events.

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

---

The year's cinematic strongest seller at The Stag was the live action re-release of The Lion King. In addition for families Frozen 2 and Toy Story 4. Successful films for older customers in 2019 included Downton Abbey, 1917, Little Woman, Emma and Judy. We had another successful year for our Stag Select strand and in particular live transmissions from the National Theatre such as sell out performances of All About Eve, One Man Two Guvnors, Cyrano de Bergerac, Hansard, The Lehman Trilogy. We showed the concert presentation of Les Miserables which benefited so much from being seen on a large screen and The Stag's professional standard sound system. This year we continued our new partnership with the New York Metropolitan Opera alongside our regular Glyndebourne live performances.

The Stag deliberately continues to programme a wonderful mix of film aimed at all ages covering films for the whole family from younger to older. Overall a list of films to suit everyone's taste. When it is allowed, the Stag Cinema will 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 provide community events in its cinema through our successful Stag Select series covering specialist films and live drama and opera transmissions. In 2019-2020 we widened our Stag Select choices and have shown 42 specialist productions including our new Stag Cult Classics bringing back traditional favourites. We will continue to look for high quality productions which we can use as Stag Select presentations. Our Stag Select seasons are proving very popular with most showings sold out and some being shown more than once as an as-live Encore through popular demand.

We have continued the regular and well-received Parent & Baby screenings where the latest films are shown with the lights turned up and the sound turned down providing a safe environment for new parents to enjoy watching a film without worrying that their children cause interruption and upset to other customers. We have provided 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. Regular Close Up Magic shows continue to be well attended and regular Sunday Tea Dances to a large live band are held throughout the year. The Stag Plaza has been used for training seminars, community and business meetings as well as sold out and successful wellbeing and business shows and regular craft fairs.

The concentration on increasing use of the Stag Plaza has improved overall usage and income from the Plaza. Ticket sales and income for hirers of the Stag Plaza have increased and this is an area on which we will continue to focus - especially with the 2021 refurbishment of the room and its facilities. We also want to increase the number of community and business users hiring hourly. The local MENCAP drama group continue to use the Plaza for their end of term show and the Tea Dance group use the Plaza for their weekly afternoon meetings.

***Bars, Café & 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 continue to be a popular offering at theatre and cinema shows. In 2019-2020 we improved and upgraded our wine offering.

The Stag Cafe continues to be a popular town centre destination for social and business meetings providing space and flexibility for meetings of all size. The café menu provides a wide range of cakes and snacks. The Cafe also provides an in-house service delivered to Stage Door for hiring groups working hard in the theatre or Plaza.

The Art Wall continues to be popular and is in use throughout the year for local amateur and professional artists and groups. It is now the only freely available art display facility in Sevenoaks.

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

---

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 increasingly assist with administration and other tasks within the charity. Without them the Charity could not operate as successfully and the Trustees are deeply grateful.

***Marketing***

The Stag Community Arts Centre produces its printed What's On guide three times per year distributing it by post to our extensive database and also to business and public buildings such as shops, supermarkets and council offices as well as to homes in Sevenoaks, the surrounding villages and beyond. The effect of the pandemic in 2020 and into 2021 will mean we re-address the value and effectiveness of delivering printed material. Printed marketing materials are aimed to be self-funded through advertising. 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. Our use of social media such as twitter and facebook now includes Instagram and produces excellent marketing feedback including visible ticket sales. We also provide print and design services to hirers and other theatres

The Stag has a close relationship with Sevenoaks Town Partnership and hosts an advertising video screen in the foyer as well as an InfoPod which provides tourist and business information for visitors. The Stag has a community presence on an advertising screen at Sevenoaks Rail Station. It is working with Sevenoaks Town Council and the Sevenoaks TownTeam to set up mutual cooperation between the various art providers in Sevenoaks (art galleries, art shops, the library and The Stag).

We will continue to strive for greater income from 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 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;
- Supported professional film making courses where original 20-minute feature films created and made by young people are shown at the Stag Community Art Centre's cinemas;

***Volunteers***

We continue to have the support of many individual volunteers and in addition the active support of the Friends of Stag, a separate organisation. 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.

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

---

The Stag Community Arts Centre could not operate so successfully without its volunteers and this year they provided thousands of hours of volunteering. Three-quarters of the volunteering effort provides front of house support for events at the Stag. An increasing amount of time and now nearly a quarter of all volunteering is provided elsewhere within the Stag and includes such activities as retail experience, specialist cleaning, maintenance, administration and training. The volunteer office has itself provided administrative and office work experience and the Stag now uses volunteers throughout its operations in support of its permanent staff.

***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 donation area at the box office and in 2021 upgraded this so that a coin-drop donation box will be available in the main foyer. The Stag now has five different routes to donate funds:

- Donate through the website
- Donate at the box office
- Donate through Smile Amazon when making online purchases
- Donate by text
- Donate coins or tap&donate in the foyer

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, the Friends of Stag and benefit in kind donations from other organisations such as our technical partner H2 Productions. We receive significant donations in kind of their time and equipment from these partners 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 have received no complaints regarding our fundraising activities.

***Other Income***

The Charity continued to receive grant income of £27,000 from Sevenoaks Town Council during the financial year 2019/20 towards general operational costs and last year received a further £31,612 towards general refurbishment of the building and equipment.

**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' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

---

***Trustees***

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

Simon Raikes (Chairman)  
Pam Walshe (Vice Chairman) (Resigned 2 May 2019)  
Victoria Granville-Baxter (Vice-Chairman) (Appointed June 4 2019)

Stephen Arnold (Resigned 2 May 2019)  
Keith Bonin (Appointed June 4 2019)  
Nicholas Busvine OBE  
Sue Camp (Appointed August 1 2019)  
Merilyn Canet  
Maxine Chakowa (Resigned 2 May 2019)  
Tony Clayton  
Roderick Hogarth  
Rachel Parry  
Richard Parry  
Edward Parson (Resigned 2 May 2019)  
Robert Piper  
Oliver Schneider (Resigned 2 May 2019)  
Claire Shea (Appointed June 4 2019)  
Edward Waite

***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 2020 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 to brief them on their legal obligations under charity and company law, the content of the Articles of Association (incorporating Memorandum), the Trustee Board and decision making process, the business plan and the recent financial performance of the Charity. During induction they formally meet the executive management team. Trustees are given the opportunity to attend appropriate external training events to help them undertake their role.

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

---

***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.

***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:

- Friends of Stag
- H2 Productions
- Kent Libraries
- Kent County Council
- Sevenoaks Theatre Productions
- Sencio Leisure Centre
- Sevenoaks Chamber of Commerce
- Sevenoaks Chronicle and other local media
- Sevenoaks Lions
- Sevenoaks Round Table
- Sevenoaks TownTeam
- Sevenoaks Visual Arts Forum

***Pay policy for senior staff***

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

The pay of the senior staff is reviewed regularly by the Chief Executive 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.

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

---

**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 those risks materialize.

The risk management process is on-going and is regularly reviewed 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. 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 deficit of £1,497 (2019 - surplus of £35,663). Unfortunately the impact of COVID19 adversely affected the final month of this financial year and has continued to have an impact on operations into the new financial year. A combination of reserves, grants and donations are currently being used to support the Stag Community Arts Centre until COVID19 restrictions are lifted and normal operations can resume. The aim will then be to return to its previous successful operations and reconsolidate its financial position and future growth.

The Stag Community Arts Centre earned 95% (2019 - 93%) of its income from performance and hire fees, bar and catering income, the Youth Outreach programme and the showing of films in the Cinema. The remaining 5% (2019 - 7%) of income was raised through external grants and donations, the biggest single contribution of which comes from its public funder, the Sevenoaks Town Council.

The Charity is working 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. Prior to COVID19, the Trustees considered the ideal level of reserves required to mitigate the above would be £55,779, which equates to 5% of turnover, and £50,000 to cover unplanned emergency repairs. In light of recent events the Trustees will review the adequacy of this policy in the future and will update it accordingly.

The Unrestricted General Reserves balance at the year-end amounts to £188,584 (2019 - £170,719) of which £93,259 was being built up for future projects and also represented the working capital required for the normal day to day operations and unplanned emergency repairs. Since the year end these reserves are being used to help support the Stag through the COVID19 restrictions.

The Designated Reserve Balance at the year end amounts to £102,931 (2019 - £118,689) of which £82,931 has been utilised to purchase fixed assets and £20,000 has been set aside for the cinema projector fund.

Restricted funds arise from donations received from third parties to be utilised towards specific projects. During the year the Charity utilised £3,530 of such donations from Friends of Stag towards the refurbishment of the Limelight room and £8,860 towards the replacement of the upper foyer and cafe carpets.

**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.

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

---

**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 Covid-19 pandemic.

The Trustees continue to regard that the basis for 'going concern' remains appropriate since the Charity has unrestricted funds of £291,515 (2019 - £289,408) at the balance sheet date, cash balances of £422,048 (2019 - £361,245) and no long term borrowings. The board has reviewed the cashflow forecast for the next twelve months in conjunction with future bookings and the Government's road map. This currently allows The Stag to reopen on May 17 2021 with social distancing measures in place and subsequently with all restrictions removed on June 21 2021. The Stag has built up cash reserves which will cover up to six months of operations. In the event that the road map is delayed The Stag is able to continue as a going concern and will reopen when government restrictions are lifted.

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 March 02 2021 agreeing 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 moving into an operational 2021 and beyond.

**Statement of Trustees' Responsibilities**

The Trustees (who are also directors of 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 a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make 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.

**Auditor**

A resolution to reappoint Crowe U.K. LLP was passed at the Annual General Meeting on October 01 2020 in accordance with section 485 of the Companies Act 2006.

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 March 02 2021 and signed on their behalf, by:

**Simon Raikes, Chairman**  
March 02 2021

**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 2020 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 2020 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**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**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**

---

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**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.

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.

**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

**STAG COMMUNITY ARTS CENTRE**  
**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**  
(including consolidated income and expenditure account)  
**YEAR ENDED 31 MARCH 2020**

|  |       | 2020       |              |           | 2019       |              |
|--|-------|------------|--------------|-----------|------------|--------------|
|  |       | Restricted | Unrestricted |           | Restricted | Unrestricted |
|  | Notes | £          | £            | £         | £          | £            |
| <b>INCOME</b>                                    |       |            |              |           |            |              |
| Donations  | 3     | 8,860      | 45,605       | 54,465    | 3,530      | 72,550       |
| <i>Income from charitable activities:</i>        |       |            |              |           |            |              |
| Operation of community arts centre               | 4     | -          | 285,742      | 285,742   | -          | 272,846      |
| <i>Income from other trading activities:</i>     |       |            |              |           |            |              |
| Commercial trading operations                    | 2     | -          | 774,603      | 774,603   | -          | 728,479      |
| Investment income                                | 5     | -          | 761          | 761       | -          | 428          |
| <b>TOTAL INCOME</b>                              |       | 8,860      | 1,106,711    | 1,115,571 | 3,530      | 1,074,303    |
| <b>EXPENDITURE</b>                               |       |            |              |           |            |              |
| <i>Cost of raising funds:</i>                    |       |            |              |           |            |              |
| Commercial trading operations                    |       | -          | 740,523      | 740,523   | -          | 705,220      |
| Operation of community arts centre               | 6     | 12,464     | 364,081      | 376,545   | 901        | 336,049      |
| <b>TOTAL EXPENDITURE</b>                         |       | 12,464     | 1,104,604    | 1,117,068 | 901        | 1,041,269    |
| <b>NET (EXPENDITURE)/INCOME BEFORE TRANSFERS</b> |       | (3,604)    | 2,107        | (1,497)   | 2,629      | 33,034       |
| Transfers between funds                          |       | -          | -            | -         | (1,037)    | 1,037        |
| <b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>        |       | (3,604)    | 2,107        | (1,497)   | 1,592      | 34,071       |
| <b>RECONCILIATION OF FUNDS</b>                   |       |            |              |           |            |              |
| <i>Total funds at 31 March 2019</i>              |       | 3,624      | 289,408      | 293,032   | 2,032      | 255,337      |
| <b>TOTAL FUNDS AT 31 MARCH 2020</b>              |       | 20         | 291,515      | 291,535   | 3,624      | 289,408      |

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 23 to 35 form part of these financial statements.

**STAG COMMUNITY ARTS CENTRE**  
**CONSOLIDATED BALANCE SHEET**  
**AS AT 31 MARCH 2020**  
**Company number 07090305**

|  |       | 2020      | 2019      |
|--|-------|-----------|-----------|
|  | Notes | £         | £         |
| <b>Fixed Assets</b>                            |       |           |           |
| Intangible assets                              | 14    | 25        | 322       |
| Tangible assets                                | 15    | 126,491   | 125,799   |
|  |       | <hr/>     | <hr/>     |
|  |       | 126,516   | 126,121   |
|  |       | <hr/>     | <hr/>     |
| <b>Current Assets</b>                          |       |           |           |
| Stock  |       | 6,870     | 6,781     |
| Debtors  | 17    | 37,481    | 43,142    |
| Cash at bank and in hand                       |       | 422,048   | 361,245   |
|  |       | <hr/>     | <hr/>     |
|  |       | 466,399   | 411,168   |
|  |       | <hr/>     | <hr/>     |
| <b>Current Liabilities</b>                     |       |           |           |
| Creditors: amounts falling due within one year | 18    | (301,380) | (244,257) |
|  |       | <hr/>     | <hr/>     |
| <b>NET CURRENT ASSETS</b>                      |       | 165,019   | 166,911   |
|  |       | <hr/>     | <hr/>     |
| <b>NET ASSETS</b>                              |       | 291,535   | 293,032   |
|  |       | <hr/>     | <hr/>     |
| <b>FUNDS</b>                                   |       |           |           |
| Restricted funds                               | 19    | 20        | 3,624     |
| Designated funds                               | 19    | 102,931   | 118,689   |
| Unrestricted funds                             | 19    | 188,584   | 170,719   |
|  |       | <hr/>     | <hr/>     |
|  |       | 291,535   | 293,032   |
|  |       | <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 March 02 2021

**Simon Raikes**  
**Chairman**

The notes on pages 23 to 35 form part of these financial statements.

**STAG COMMUNITY ARTS CENTRE**  
**CHARITY BALANCE SHEET**  
**AS AT 31 MARCH 2019**  
**Company number 07090305**

|  |       | 2020      | 2019      |
|--|-------|-----------|-----------|
|  | Notes | £         | £         |
| <b>Fixed Assets</b>                            |       |           |           |
| Intangible assets                              | 14    | 25        | 322       |
| Tangible assets                                | 15    | 126,491   | 125,799   |
| Investment                                     | 16    | 100       | 100       |
|  |       | <hr/>     | <hr/>     |
|  |       | 126,616   | 126,221   |
|  |       | <hr/>     | <hr/>     |
| <b>Current Assets</b>                          |       |           |           |
| Stock  |       | 6,870     | 6,781     |
| Debtors  | 17    | 37,481    | 43,142    |
| Cash at bank and in hand                       |       | 421,948   | 361,125   |
|  |       | <hr/>     | <hr/>     |
|  |       | 466,299   | 411,048   |
|  |       | <hr/>     | <hr/>     |
| <b>Current Liabilities</b>                     |       |           |           |
| Creditors: amounts falling due within one year | 18    | (301,380) | (244,237) |
|  |       | <hr/>     | <hr/>     |
| <b>NET CURRENT ASSETS</b>                      |       | 164,919   | 166,811   |
|  |       | <hr/>     | <hr/>     |
| <b>NET ASSETS</b>                              |       | 291,535   | 293,032   |
|  |       | <hr/>     | <hr/>     |
| <b>FUNDS</b>                                   |       |           |           |
| Restricted funds                               | 19    | 20        | 3,624     |
| Designated funds                               | 19    | 102,931   | 118,689   |
| Unrestricted funds                             | 19    | 188,584   | 170,719   |
|  |       | <hr/>     | <hr/>     |
|  |       | 291,535   | 293,032   |
|  |       | <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 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 of the parent company for the year was £34,080 (2019: £35,663).

The financial statements were approved and authorised for issue by the trustees and were signed on its behalf on 26 September 2019.

**Simon Raikes**  
**Chairman**

The notes on pages 23 to 35 form part of these financial statements.



**STAG COMMUNITY ARTS CENTRE**  
**STATEMENT OF CASH FLOWS AND CONSOLIDATED STATEMENT OF CASH FLOWS**  
**YEAR ENDED 31 MARCH 2020**

|   | Notes | Group           |                 | Charity         |                 |
|---|-------|-----------------|-----------------|-----------------|-----------------|
|   |       | 2020<br>£       | 2019<br>£       | 2020<br>£       | 2019<br>£       |
| <b>Cash used in operating activities</b>                            | 23    | <b>96,141</b>   | <b>33,161</b>   | <b>96,161</b>   | <b>33,141</b>   |
| <b>Cash flows from investing activities</b>                         |       |                 |                 |                 |                 |
| Interest income   |       | 761             | 428             | 761             | 428             |
| Purchase of intangible fixed assets                                 |       | -               | -               | -               | -               |
| Purchase of tangible fixed assets                                   |       | (36,099)        | (27,238)        | (36,099)        | (27,238)        |
| <b>Cash provided by (used in) investing activities</b>              |       | <b>(35,338)</b> | <b>(26,810)</b> | <b>(35,338)</b> | <b>(26,810)</b> |
| <b>Cash used in financing activities</b>                            |       | <b>-</b>        | <b>-</b>        | <b>-</b>        | <b>-</b>        |
| <b>Increase/(decrease) in cash and cash equivalents in the year</b> |       | <b>60,803</b>   | <b>6,351</b>    | <b>60,823</b>   | <b>6,331</b>    |
| Cash and cash equivalents at the beginning of the year              |       | 361,245         | 354,894         | 361,125         | 354,794         |
| <b>Total cash and cash equivalents at the end of the year</b>       |       | <b>422,048</b>  | <b>361,245</b>  | <b>421,948</b>  | <b>361,125</b>  |

**ANALYSIS OF CHANGES IN NET DEBT**

|                                  | At<br>1 April 2019<br>£ | Cash Flows<br>£ | Other non-<br>cash changes<br>£ | At<br>31 March 2020<br>£ |
|----------------------------------|-------------------------|-----------------|---------------------------------|--------------------------|
| <b>Group</b>                     |                         |                 |                                 |                          |
| <b>Cash and cash equivalents</b> |                         |                 |                                 |                          |
| Cash                             | 361,245                 | 60,803          | -                               | 422,048                  |
| Cash equivalents                 | -                       | -               | -                               | -                        |
| <b>Total</b>                     | <b>361,245</b>          | <b>60,803</b>   | <b>-</b>                        | <b>422,048</b>           |
| <b>Charity</b>                   |                         |                 |                                 |                          |
| <b>Cash and cash equivalents</b> |                         |                 |                                 |                          |
| Cash                             | 361,125                 | 60,823          | -                               | 421,948                  |
| Cash equivalents                 | -                       | -               | -                               | -                        |
| <b>Total</b>                     | <b>361,125</b>          | <b>60,823</b>   | <b>-</b>                        | <b>421,948</b>           |

The notes on pages 23 to 35 form part of these financial statements.

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

---

**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:

**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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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 unrestricted funds of £291,515 (2019 - £289,408) at the balance sheet date, cash balances of £422,048 (2019 - £361,245) 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.

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 2020**

---

**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.

**1.9 Intangible fixed assets**

Software costs are capitalised when their use will generate probable future economic benefits. They are capitalised at cost and amortised over their estimated useful economic lives on a straight line basis which is currently at a rate of 20% per annum.

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

---

**1.10 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 |

**1.11 Stock**

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

**1.12 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.

**1.13 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.

**1.14 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.

**1.15 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 £6,304 (2019 - £5,139).

**1.16 General information**

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 2020**

---

**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 gift aid to the Charity. The summary financial performance of the subsidiary is as follows:

|   | <b>2020</b>      | <i>2019</i>      |
|---|------------------|------------------|
|   | <b>£</b>         | <i>£</i>         |
| Turnover  | <b>774,603</b>   | <i>728,479</i>   |
| Cost of sales and administration costs                  | <b>(740,523)</b> | <i>(705,220)</i> |
| <b>Profit for the financial year</b>                    | <b>34,080</b>    | <i>23,259</i>    |
| Distribution - Gift Aid                                 | <b>(34,080)</b>  | <i>(23,259)</i>  |
| <b>Profit for the financial year after distribution</b> | <b>-</b>         | <i>-</i>         |
| <br><b>Aggregate share capital and reserves</b>         | <br><b>100</b>   | <br><i>100</i>   |

**3 Donations**

|   | <b>2020</b>   | <i>2019</i>   |
|---|---------------|---------------|
|   | <b>£</b>      | <i>£</i>      |
| Donations from Trusts, Foundations and Councils | <b>54,465</b> | <i>76,080</i> |

The income from donations was £54,465 (2019 - £76,080) of which £8,860 (2019 - £3,530) was restricted and £45,605 (2019 - £72,550) 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>2020</b>         | <i>2019</i>         |
|                      | <b>£</b>            | <i>£</i>            |
| Performance and Hire | <b>163,343</b>      | <i>163,705</i>      |
| Community Cinema     | <b>56,533</b>       | <i>43,678</i>       |
| Bars and Catering    | <b>57,723</b>       | <i>58,440</i>       |
| Youth Outreach       | <b>8,143</b>        | <i>7,023</i>        |
|                      | <b>285,742</b>      | <i>272,846</i>      |



**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

**5 Investment income**

All of the Charity's investment income of £761 (2019 - £428) arises from money held in the Charity's interest bearing deposit account.

**6 Analysis of expenditure on charitable activities**

|                    | Theatre<br>Performance<br>and Hire | Community<br>Cinema | Youth<br>Outreach | Bars and<br>Catering | 2020<br>Total  | 2019<br>Total  |
|--------------------|------------------------------------|---------------------|-------------------|----------------------|----------------|----------------|
|                    | £                                  | £                   | £                 | £                    | £              | £              |
| Direct staff costs | 76,247                             | 7,165               | -                 | 12,382               | 95,794         | 83,776         |
| Other direct costs | 7,495                              | 26,788              | -                 | 24,209               | 58,492         | 50,629         |
| Depreciation       | 32,562                             | 1,635               | -                 | 1,507                | 35,704         | 32,899         |
| Amortisation       | -                                  | -                   | -                 | -                    | -              | -              |
| Governance         | 9,998                              | -                   | -                 | -                    | 9,998          | 8,750          |
| Support Costs      | 73,315                             | 60,909              | 3,761             | 38,572               | 176,557        | 160,896        |
|                    | <b>199,617</b>                     | <b>96,497</b>       | <b>3,761</b>      | <b>76,670</b>        | <b>376,545</b> | <b>336,950</b> |

Expenditure on charitable activities was £376,545 (2019 - £336,950) of which £12,464 (2019 - £901) was restricted and £364,081 (2019 - £336,049) was unrestricted.

**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<br>Performance<br>and Hire | Community<br>Cinema | Youth<br>Outreach | Bars and<br>Catering | 2020<br>Total | 2019<br>Total |
|-----------------------------------|------------------------------------|---------------------|-------------------|----------------------|---------------|---------------|
|                                   | £                                  | £                   | £                 | £                    | £             | £             |
| Costs                             | (199,617)                          | (96,497)            | (3,761)           | (76,670)             | (376,545)     | (336,950)     |
| Hire and ticket sales             | 163,343                            | 56,533              | 8,143             | -                    | 228,019       | 214,405       |
| Food and drink sales              | -                                  | -                   | -                 | 57,723               | 57,723        | 58,440        |
| Net cost funded from other income | (36,274)                           | (39,964)            | 4,382             | (18,947)             | (90,803)      | (64,105)      |

**8 Analysis of support costs**

|                        | Theatre<br>Performance<br>and Hire | Community<br>Cinema | Youth<br>Outreach | Bars and<br>Catering | 2020<br>Total  | 2019<br>Total  |
|------------------------|------------------------------------|---------------------|-------------------|----------------------|----------------|----------------|
|                        | £                                  | £                   | £                 | £                    | £              | £              |
| Establishment expenses | 33,727                             | 19,962              | 1,669             | 14,857               | 70,215         | 56,324         |
| Wages and salaries     | 28,931                             | 37,197              | 1,479             | 19,403               | 87,010         | 87,868         |
| Other staff costs      | 534                                | 188                 | 31                | 216                  | 969            | 950            |
| General office costs   | 10,123                             | 3,562               | 582               | 4,096                | 18,363         | 15,754         |
|                        | <b>73,315</b>                      | <b>60,909</b>       | <b>3,761</b>      | <b>38,572</b>        | <b>176,557</b> | <b>160,896</b> |

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

---

**9 Analysis of governance costs**

|                               | <b>Unrestricted<br/>Funds<br/>2020<br/>£</b> | <i>Unrestricted<br/>Funds<br/>2019<br/>£</i> |
|-------------------------------|--|--|
| External auditor remuneration | <b>9,998</b>                                 | <i>8,750</i>                                 |
|                               | <b><u>9,998</u></b>                          | <i><u>8,750</u></i>                          |

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

|                                       | <b>2020<br/>£</b>   | <i>2019<br/>£</i>   |
|---------------------------------------|---------------------|---------------------|
| This is stated after charging:        |                     |                     |
| Depreciation                          | <b>35,407</b>       | <i>32,596</i>       |
| Amortisation                          | <b>297</b>          | <i>302</i>          |
| Hire of plant and equipment           | <b>-</b>            | <i>-</i>            |
| Auditor's remuneration                |                     |                     |
| Audit fees for current year           | <b>9,000</b>        | <i>9,000</i>        |
| Audit fees for previous year          | <b>-</b>            | <i>(1,750)</i>      |
| Audit fees for subsidiary undertaking | <b><u>2,500</u></b> | <i><u>2,500</u></i> |

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

|                       | <b>2020<br/>£</b>     | <i>2019<br/>£</i>     |
|-----------------------|-----------------------|-----------------------|
| Wages and salaries    | <b>426,826</b>        | <i>412,834</i>        |
| Social security costs | <b>26,091</b>         | <i>24,058</i>         |
| Pension costs         | <b><u>6,304</u></b>   | <i><u>5,139</u></i>   |
|                       | <b><u>459,221</u></b> | <i><u>442,031</u></i> |

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, Business Development Manager, Operations Manager and the Cinema and Events Manager. The value of the total employee benefits of the key management personnel of the Charity was £129,975 (2019 - £125,847).

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 2020**

---

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 33 staff (2019 - 33 staff) and the average monthly number of full time equivalent employees (including casual and part time staff) during the year were as follows:

|                      | <b>2020</b>      | <i>2019</i>      |
|----------------------|------------------|------------------|
|                      | <b>Number</b>    | <i>Number</i>    |
| Operations           | <b>15</b>        | <i>16</i>        |
| Finance              | <b>3</b>         | <i>3</i>         |
| Events and Marketing | <b>4</b>         | <i>4</i>         |
|                      | <b><u>22</u></b> | <i><u>23</u></i> |

**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.

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

|                         | <b>Software</b>     |
|-------------------------|---------------------|
|                         | <b>£</b>            |
| <b>Cost</b>             |                     |
| At 1 April 2019         | 1,518               |
| Additions               | -                   |
| Disposals               | -                   |
| At 31 March 2020        | <b><u>1,518</u></b> |
| <b>Amortisation</b>     |                     |
| At 1 April 2019         | 1,196               |
| Amortisation expense    | 297                 |
| Disposals               | -                   |
| At 31 March 2020        | <b><u>1,493</u></b> |
| <b>Net book value</b>   |                     |
| <b>At 31 March 2020</b> | <b><u>25</u></b>    |
| <i>At 31 March 2019</i> | <i><u>322</u></i>   |

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

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

|                         | <b>Leasehold<br/>improvements<br/>£</b> | <b>Venue<br/>Fittings &amp;<br/>Equipment<br/>£</b> | <b>Total<br/>£</b> |
|-------------------------|---|---|--------------------|
| <b>Cost</b>             |   |   |                    |
| At 1 April 2019         | 86,795                                  | 219,387   | 306,182            |
| Additions               | -                                       | 36,099  | 36,099             |
| Disposals               | -                                       | -   | -                  |
| <b>At 31 March 2020</b> | <b>86,795</b>                           | <b>255,486</b>                                      | <b>342,281</b>     |
| <b>Depreciation</b>     |   |   |                    |
| At 1 April 2019         | 24,163                                  | 156,220   | 180,383            |
| Charge for the year     | 8,680                                   | 26,727  | 35,407             |
| Disposals               | -                                       | -   | -                  |
| <b>At 31 March 2020</b> | <b>32,843</b>                           | <b>182,947</b>                                      | <b>215,790</b>     |
| <b>Net Book Value</b>   |   |   |                    |
| <b>At 31 March 2020</b> | <b>53,952</b>                           | <b>72,539</b>                                       | <b>126,491</b>     |
| <i>At 31 March 2019</i> | <i>62,632</i>                           | <i>63,167</i>                                       | <i>125,799</i>     |

**16 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.

**17 Debtors**

|                                | <b>Group</b>  |               | <b>Charity</b> |               |
|--------------------------------|---------------|---------------|----------------|---------------|
|                                | <b>2020</b>   | <b>2019</b>   | <b>2020</b>    | <b>2019</b>   |
|                                | <b>£</b>      | <b>£</b>      | <b>£</b>       | <b>£</b>      |
| Trade debtors                  | 4,359         | 13,008        | 4,359          | 13,008        |
| Other debtors                  | 5,936         | 3,000         | 5,936          | 3,000         |
| Prepayments and accrued income | 27,186        | 27,134        | 27,186         | 27,134        |
|                                | <b>37,481</b> | <b>43,142</b> | <b>37,481</b>  | <b>43,142</b> |

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

|                                    | <b>Group</b>   |                | <b>Charity</b> |                |
|------------------------------------|----------------|----------------|----------------|----------------|
|                                    | <b>2020</b>    | <b>2019</b>    | <b>2020</b>    | <b>2019</b>    |
|                                    | <b>£</b>       | <b>£</b>       | <b>£</b>       | <b>£</b>       |
| Trade creditors                    | 42,513         | 50,573         | 42,513         | 50,573         |
| Taxation and social security costs | 24,126         | 26,228         | 24,126         | 26,228         |
| Other creditors                    | 184,186        | 114,782        | 184,186        | 114,762        |
| Accruals and deferred income       | 50,555         | 52,674         | 50,555         | 52,674         |
|                                    | <b>301,380</b> | <b>244,257</b> | <b>301,380</b> | <b>244,237</b> |

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

**19 Analysis of charitable funds**

**Analysis of movements in unrestricted funds**

|                                  | Funds<br>1 April<br>2019<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Funds<br>31 March<br>2020<br>£ |
|----------------------------------|-------------------------------|----------------------------|----------------------------|----------------|--------------------------------|
| General Fund                     | 39,270                        | 1,106,711                  | (1,078,278)                | (22,378)       | 45,325                         |
| General Dilapidations Fund       | 131,449                       | -                          | (3,190)                    | 15,000         | 143,259                        |
| Designated Cinema Projector Fund | 15,000                        | -                          | -                          | 5,000          | 20,000                         |
| Designated Property Assets Fund  | 103,689                       | -                          | (23,136)                   | 2,378          | 82,931                         |
|                                  | <b>289,408</b>                | <b>1,106,711</b>           | <b>(1,104,604)</b>         | <b>-</b>       | <b>291,515</b>                 |

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

|                                  | Funds<br>1 April<br>2018<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Funds<br>31 March<br>2019<br>£ |
|----------------------------------|-------------------------------|----------------------------|----------------------------|----------------|--------------------------------|
| General Fund                     | 34,479                        | 1,057,563                  | (1,017,772)                | (35,000)       | 39,270                         |
| General Dilapidations Fund       | 101,449                       | -                          | -                          | 30,000         | 131,449                        |
| Designated Cinema Projector Fund | 10,000                        | -                          | -                          | 5,000          | 15,000                         |
| Designated Property Assets Fund  | 109,409                       | 16,740                     | (23,497)                   | 1,037          | 103,689                        |
|                                  | <b>255,337</b>                | <b>1,074,303</b>           | <b>(1,041,269)</b>         | <b>1,037</b>   | <b>289,408</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.   |
| Designated Funds:                | <p>a) Designated Cinema Projector fund for the future replacement of the Stag's cinema projectors.</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 2020**

**Analysis of movements in restricted fund**

|                                | Funds<br>1 April<br>2019<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Funds<br>31 March<br>2020<br>£ |
|--------------------------------|-------------------------------|----------------------------|----------------------------|----------------|--------------------------------|
| Fixed asset donations          | 94                            | -                          | (74)                       | -              | 20                             |
| Limelight room                 | 3,530                         | -                          | (3,530)                    | -              | -                              |
| Upper Foyer carpet replacement | -                             | 8,860                      | (8,860)                    | -              | -                              |
|                                | <u>3,624</u>                  | <u>8,860</u>               | <u>(12,464)</u>            | <u>-</u>       | <u>20</u>                      |

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

|                       | Funds<br>1 April<br>2018<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Funds<br>31 March<br>2019<br>£ |
|-----------------------|-------------------------------|----------------------------|----------------------------|----------------|--------------------------------|
| Fixed asset donations | 2,032                         | -                          | (901)                      | (1,037)        | 94                             |
| Limelight room        | -                             | 3,530                      | -                          | -              | 3,530                          |
|                       | <u>2,032</u>                  | <u>3,530</u>               | <u>(901)</u>               | <u>(1,037)</u> | <u>3,624</u>                   |

| <b>Name of restricted fund</b> | <b>Description, nature and purposes of the fund</b>  |
|--------------------------------|--|
| Fixed asset donations          | Donations received from the Friends of Stag and other third parties that have been used to purchase specific fixed assets. |
| Limelight meeting room         | Donation received from the Friends of Stag towards the refurbishment of the Limelight meeting room.                        |
| Upper Foyer carpet replacement | Donation received from the Friends of Stag towards the Upper Foyer carpet replacement carried out in the year.             |

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

**20 Analysis of net assets between funds**

**Group**

|                     | Restricted<br>funds | Unrestricted<br>funds | Total<br>funds |
|---------------------|---------------------|-----------------------|----------------|
|                     | £                   | £                     | £              |
| Fixed assets        | 20                  | 126,496               | 126,516        |
| Current assets      | -                   | 466,399               | 466,399        |
| Current liabilities | -                   | (301,380)             | (301,380)      |
|                     | <u>20</u>           | <u>291,515</u>        | <u>291,535</u> |

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

**Group**

|                     | Restricted<br>funds | Unrestricted<br>funds | Total<br>funds |
|---------------------|---------------------|-----------------------|----------------|
|                     | £                   | £                     | £              |
| Fixed assets        | 3,624               | 122,497               | 126,121        |
| Current assets      | -                   | 411,168               | 411,168        |
| Current liabilities | -                   | (244,257)             | (244,257)      |
|                     | <u>3,624</u>        | <u>289,408</u>        | <u>293,032</u> |

**Analysis of net assets between funds**

**Charity**

|                     | Restricted<br>funds | Unrestricted<br>funds | Total<br>funds |
|---------------------|---------------------|-----------------------|----------------|
|                     | £                   | £                     | £              |
| Fixed assets        | 20                  | 126,596               | 126,616        |
| Current assets      | -                   | 466,299               | 466,299        |
| Current liabilities | -                   | (301,380)             | (301,380)      |
|                     | <u>20</u>           | <u>291,515</u>        | <u>291,535</u> |

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

**Charity**

|                     | Restricted<br>funds | Unrestricted<br>funds | Total<br>funds |
|---------------------|---------------------|-----------------------|----------------|
|                     | £                   | £                     | £              |
| Fixed assets        | 3,624               | 122,597               | 126,221        |
| Current assets      | -                   | 411,048               | 411,048        |
| Current liabilities | -                   | (244,237)             | (244,237)      |
|                     | <u>3,624</u>        | <u>289,408</u>        | <u>293,032</u> |

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2020**

---

**21 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 (2019 - £27,000) to the Charity towards general operational costs and £nil (2019 - £31,612) towards the continuing dilapidations and refurbishment program. 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 (2019 - £1,000).

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 gift aid of the trading profits of Stag Community Arts Centre Trading Limited of £34,080 (2019 - £23,259) of which £34,080 was outstanding at 31 March 2020 (2019 - £23,239).

There were no other outstanding balances with related parties as at 31 March 2020 (2019 - £Nil).

**22 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 2020**

---

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

|   | <b>Group</b>  |               | <b>Charity</b> |               |
|---|---------------|---------------|----------------|---------------|
|   | <b>2020</b>   | <b>2019</b>   | <b>2020</b>    | <b>2019</b>   |
|   | <b>£</b>      | <b>£</b>      | <b>£</b>       | <b>£</b>      |
| Net movement in funds                     | - 1,497       | 35,663        | - 1,497        | 35,663        |
| Add back amortisation charge              | 297           | 302           | 297            | 302           |
| Add back depreciation charge              | 35,407        | 32,596        | 35,407         | 32,596        |
| Deduct interest income shown in investing | (761)         | (428)         | (761)          | (428)         |
| Decrease/(increase) in stock              | (89)          | 1,997         | (89)           | 1,997         |
| Decrease/(increase) in debtors            | 5,661         | (18,913)      | 5,661          | (18,913)      |
| Increase/(decrease) in creditors          | 57,123        | (18,056)      | 57,143         | (18,076)      |
| Net cash used in operating activities     | <b>96,141</b> | <b>33,161</b> | <b>96,161</b>  | <b>33,141</b> |

**24 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 1.10. 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 21, 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.