



## **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 AT THE BAT AND BALL CENTRE, CRAMPTONS ROAD, SEVENOAKS, TN14 5DN  
**MONDAY 13<sup>th</sup> March 2023 at 7:00pm**

Chaired by the Mayor of Sevenoaks, Councillor Mrs Rachel Parry

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following <https://youtube.com/live/rUQiwVRBF5U?feature=share> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at [sevenoakstown.gov.uk](https://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 Mrs Rachel Parry
2. Minutes of the 2022 Sevenoaks Annual Town Public Meeting (Copy attached)
3. Presentation of Sevenoaks Town Council's Annual Report: April 2022 – March 2023 (Copy attached)
4. Guest Speaker – Sevenoaks Welcomes Refugees
5. Presentation of Sevenoaks Town Council Grant Cheques to Voluntary Organisations
6. Sevenoaks Town Neighbourhood Plan & Referendum Update
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 10<sup>th</sup> March 2023*

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**Minutes of the Meeting of the  
Forty Eighth Annual Assembly of the Townspeople of Sevenoaks  
held at Bat & Ball Centre, Crampton's Road, Sevenoaks, TN14 5DN  
on Monday 14<sup>th</sup> March 2022  
7:00 – 9.00pm**

Livestreamed on YouTube: <https://youtu.be/3McBu6lgeOk>

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Cllr Dr Marilyn Canet – Mayor of Sevenoaks

**Also Present:**

Cllr A S Clayton	Cllr Mrs R E Parry
Cllr A W Eyre	Cllr R J Parry
Cllr V Granville-Baxter	Cllr S G Raikes
Cllr R Hogarth	Cllr C E Shea

Linda Larter, MBE	Chief Executive/Town Clerk
Hugo Nowell	Director of Urban Initiatives Studio
Rachel Coxcoon	Cabinet Member for Climate Change and Forward Planning at Cotswold District Council and Director of Climate Guide Ltd (via Zoom)
Tony McEwen	Deputy Chief Executive, Stag Theatre
Alison Futtit	Senior Committee Clerk
Ben Thornewell	Social Media & Events Assistant
Georgie Elliston	Planning Committee Clerk
Mike Read	Sevenoaks Town Team Facilitator

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

**1. WELCOME BY THE MAYOR, CLLR DR MERILYN CANET**

The Mayor welcomed everybody to the meeting, explaining that this was an opportunity for local residents to express their views and ask questions of the Town Council.

**2. MINUTES OF THE SEVENOAKS ANNUAL TOWN PUBLIC MEETING 2021**

The Minutes of the Forty Seventh Annual Town Public Meeting of the Townspeople of Sevenoaks held on 15th March 2021 were adopted and it was RESOLVED that the Mayor sign the Minutes of that meeting as a true record.

**3. PRESENTATION OF SEVENOAKS TOWN COUNCIL'S ANNUAL REPORT 2021-2022**

The Mayor introduced the Town Council's Annual Report April 2021 to March 2022, which had been circulated with the agenda.

The Town Clerk provided a presentation outlining the Town Council's achievements during this period.

Cllr Parry advised the meeting that the Town Clerk had received an award in October 2021 from the Society of Local Council Clerks (SLCC) "In recognition of exceptional service to SLCC and the Clerk's Profession."

#### **4. UPDATE ON SEVENOAKS NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)**

Hugo Nowell, Director of Urban Initiatives Studio and Sevenoaks Town Council's Consultant for the NDP, provided an update on progress with the Sevenoaks Neighbourhood Development Plan, and the next steps in its progression towards Referendum. The aim was to hold a Referendum of local residents in Autumn 2022. If 50% of those voting in the Referendum vote to support the Plan, it will then become part of the Statutory Development Plan. The NDP would be an important material consideration to be taken into account by Sevenoaks District Council as the planning authority.

In response to queries from the audience, the Town Clerk confirmed:

- that the Town Council would take climate change into consideration in its role as a statutory consultee on planning applications, but reminded the meeting that the District Council was the local planning authority
- in reference to the Green Investment Plan, that targets for reducing carbon emissions would be considered against individual projects

#### **5. PRESENTATION ON CLIMATE CHANGE**

Rachel Coxcoon, Cabinet Member for Climate Change and Forward Planning at Cotswold District Council and Founder and Director of Climate Guide Ltd, joined the meeting via Zoom and gave a presentation on local Councils' action on climate change. Rachel emphasised the importance of grassroots action; understanding where you could have most impact; the difference between territorial and consumption carbon footprints; communicating with residents; and using planning powers.

In response to questions from the audience, Rachel commented as follows:

- The carbon footprints of servers supporting the increased use of online platforms was a subject of research. Some companies, such as Google, had significant commitments to renewable energy whilst others used coal power to run data centres. She suggested the following websites as a source of information:  
<https://ourworldindata.org/>  
<https://www.carbonbrief.org/>
- There were national building standards for insulation and double glazing, but they were not good enough and not always implemented. Some new houses were still being built/sold that would need retro fitting
- Regarding a plan referred to at Chevening which involved moving a lot of earth, Rachel felt there was a concern about the carbon released from the disturbed soil. She added that there was a lack of joined up thinking about legacy and landscape. It was noted however that this was outside the parish of Sevenoaks and the scope of the meeting.

- The Green Homes Grant scheme had not been successful. The role of Town Councils was to work with the local market, and to lobby members of Parliament.

## **6. REPORT ON SEVENOAKS TOWN COUNCIL GRANTS TO LOCAL ORGANISATIONS**

The Mayor thanked all the local organisations supporting the town in so many different ways.

Awards under the Town Council's Grants Scheme had been made to the following local community organisations during the year:

- Clean Up Sevenoaks Campaign - £639
- Sevenoaks Three Arts Festival, Young Musician of the Year - £1,000
- Sevenoaks Literary Festival - £500
- Citizens Advice, North West Kent - £500
- Hi Kent - £1,000
- Sevenoaks Counselling - £1,500
- Baby Umbrella - £500
- PS Breastfeeding - £450
- South East Open Studios - £250
- Stag Community Arts Centre - £5,000
- We Are Beams - £600

Further Grants were also awarded by the Finance & General Purposes Committee on 28<sup>th</sup> February, and cheques presented by the Mayor to:

- Sevenoaks Summer Festival - £5,000
- Sevenoaks Society - £500
- Sevenoaks Samaritans - £1,000
- Sevenoaks Volunteer Transport Group - £750
- West Kent Mediation - £750
- Baby Umbrella - £500
- Friends of Rheinbach - £250
- Friends of Pontoise - £250
- Sevenoaks Repair Café - £1,620
- Sevenoaks Three Arts Festival - £600
- Kent Youth Jazz Orchestra - £500
- Art in June - £250
- Sevenoaks Literary Festival - £500

## **7. PRESENTATION OF THE STAG'S ANNUAL REPORT 2020-21**

Tony McEwen, Deputy Chief Executive of the Stag Community Arts Centre, presented its Annual Report for the financial year 2020-21. Tony detailed the impact of the Covid-19

pandemic, the support received, how grant income was spent, the improvements and refurbishment of the theatre during the closure periods, and the events that were held.

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

The questions and comments received in advance of the meeting, together with responses thereto, were read out by the Mayor and are set out in the Appendix attached.

Other comments/questions raised at the meeting were:

Concerns about access in town centre with its narrow pavements, uneven paving and traffic	Cllr Streatfeild, KCC, advised that this issue was on the radar and being worked on as part of a Movement Strategy and the Public Realm Audit currently being undertaken.
More cars parking on the pavements	At the moment this was difficult to enforce. The Town Council was asked for its views as part of a national consultation and had stated clearly that this should be stopped in most cases.  It was noted that the District Council could be contacted on this issue.
Were there any plans to help refugees from the Ukraine?	The Town Council would follow national guidance, which was still being worked on, and would try to offer practical help where it could. It was noted that Sevenoaks Welcomes Refugees was holding a public meeting next week.  Citizens Advice North West Kent would support local Ukrainian people with immigration advice and completing forms regarding family members.

## **9. CLOSE OF MEETING**

The Mayor thanked everybody for attending the meeting and commented that if we all did something small to change our behaviours in relation to climate change, then it would add up to something large.

There being no other business the meeting closed at 9:00pm.

Signed .....

Dated .....

The Mayor

Questions/comments submitted for Annual Town Meeting – 14th March 2022

Ref	From	Question	Reply
1	John Fry	<p>Can the Council do anything about the following areas of blight in the town?</p> <p>The Oak Hotel and adjacent properties</p> <p>The site of what was The Farmers P H, as this is opposite the station this is the first thing that many visitors will see</p> <p>The site that was a group of shops including Edwards at the north east end of the High Street</p>	<p>Enforcement planning action is a responsibility of SDC</p> <p>SDC will do what they can, but they cannot make developers build on their own land.</p> <p>STC is trying to work with the developers to ensure that the hoardings are as tidy as possible with the potential of some attractive aesthetics later this year</p>
2	Ian Menage	<p>On the whole page in the Town Crier advertising the Annual Public meeting there is no mention whatsoever of being able to join the meeting remotely, as is done for Planning Meetings etc. Will there be a link for this, please?</p>	<p>There will be a YouTube link on the agenda when published.</p>
3	Andrew Pring	<p>Hello, I'd be grateful if the Town Council could consider an issue that is increasingly irritating - and I would hope, come up with a solution.</p> <p>Light aircraft, which have taken off from Biggin Hill, are flying low over the town centre far more than I've ever noticed before in my 21 years as a Sevenoaks resident. At least six of these planes a day fly over us, some of them very low indeed. Last summer there were up to 20 low-level excursions each day.</p> <p>The problem has arisen because an entrepreneur last year started offering flights in restored Spitfires over the Weald of Kent. They have proved sufficiently popular to present a real noise issue for people in our town; a number of local people I know are similarly disgruntled.</p>	<p>Unfortunately, the Town Council has no control over air space.</p> <p>We would recommend if there is a complaint that this is forwarded to the appropriate Noise and Safety Committee – we will try to obtain contact details.</p> <p>Those present at the meeting stated that they welcomed the Spitfires flying over Sevenoaks.</p>

		<p>These planes really are extremely loud and intrusive - they disturb the peace and quiet Sevenoaks residents have traditionally enjoyed. I feel it is quite unacceptable that we should have to endure this day after day.</p> <p>I complained to both the Biggin Hill management and the Flyaspitfire.com owners last November - and have been told by FlyaSpitfire's boss Darren Dray that they understand and will try avoid the town centre.</p> <p>However, I've seen little improvement since then.</p> <p>I've subsequently learnt, that legally, according to the Civil Aviation Authority, aircraft must avoid flying low over any conurbation.</p> <p>If STC felt sympathetic to my concerns, it would be very helpful if it were able to register its unhappiness with FlyaSpitfire about these joy riders and bring about a re-route for Spitfire flights that avoided Sevenoaks town. I, and many others, would be extremely pleased and grateful.</p>	
4	Kathy Walshe	<p>I greatly enjoyed being at the International Women's Day luncheon yesterday and thank you for all the effort that went into organizing that!</p> <p>The speakers were inspiring and hearing Suzannah Clarke, talking about the High Street, encourages me to put forward this question for the meeting. Thank you so much</p> <p>There are undoubtedly issues in Sevenoaks town relating to access and disability. Yesterday some of the young students were so aware of this too!</p> <p>As someone with MS, I know how frustrating it is when I want to do my shopping in town, There are places where it is so difficult to pass on pavements, whether I am using my Rollator, wheelchair or scooter, because it is very narrow; there are some places where it the paving is uneven, and therefore dangerous, and the traffic can be unaware of folks like myself wanting to cross roads, even at the zebra crossings.</p>	<p>STC agrees that the town centre needs to be accessible to all and wherever it can will promote this at the same time, bearing in mind the historic restrictions of the town e.g. narrow pavements.</p> <p>A Public Realm audit is currently underway looking at signage etc.</p> <p>There is also an Access Group arranged by SDC and this information can be forwarded to them for consideration.</p>



		<p>Elderly folk often struggle to manage safely, there are a limited number of shops which are accessible to wheelchairs or pushchairs, and but for the good nature of many Sevenoaks people, I would often consider it too difficult to manoeuvre. I know that mothers with pushchairs find it so much easier in out-of-town shopping centres.</p> <p>I am so grateful for all that IS done to improve the High Street, but as we heard yesterday, we women are responsible for 85% of the High Shop spend, and often it is women who cannot access the shops.</p> <p>I am just asking .....Is this on the radar of the planners as we go forward post Covid?</p>	
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# Sevenoaks TOWN council

**Annual Report:**  
2022 / 23

**Address:**

Sevenoaks Town Council  
Bradbourne Vale Road  
Sevenoaks  
TN13 3QG

**Contact:**

01732 459 953  
[council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)





## 1. Introduction

Sevenoaks Town Council has 16 voluntary elected Town Councillors and has paid staff led by the Chief Executive / Town Clerk. Each year Town Councillors elect a Mayor and Deputy Mayor.

### Town Councillors

Cllr Libby Ancrum	Liberal Democrat		Cllr Lise Michaelides	Liberal Democrat
Cllr Keith Bonin	Conservative		Cllr Tom Morris Brown	Liberal Democrat
Cllr Sue Camp	Liberal Democrat		Cllr Rachel Parry, Mayor	Conservative
Cllr Dr Marilyn Canet	Liberal Democrat		Cllr Richard Parry	Conservative
Cllr Tony Clayton	Liberal Democrat		Cllr Robert Piper	Conservative
Cllr Andrew Eyre	Conservative		Cllr Simon Raikes	Conservative
Cllr Victoria Granville Baxter	Liberal Democrat		Cllr Claire Shea, Deputy Mayor	Liberal Democrat
Cllr Roderick Hogarth	Conservative		Cllr Nicholas Busvine OBE	Conservative

During the last year the country engaged with the commemorations of the late Queen's Platinum Jubilee and then sadly marked her passing. The Sevenoaks community participated in both in equal measures of respect and dignity.

Writing the report for March we are aware that 2023 will be a landmark year for the country and the local community.

The Coronation of King Charles III is clearly a significant change for the country. The Town Council and the District Council have local elections which could see changes to policies and facilities.

Also, after many years of consultation and voluntary work, this year Sevenoaks residents have the opportunity to vote on the future of their town. The referendum for the first Sevenoaks Town Neighbourhood Plan will be on 4<sup>th</sup> May 2023, alongside the local elections.

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

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

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

- Finalist in the National Britain in Bloom competition
- Activities for the late Queen's Platinum Jubilee
- Activities to commemorate the late Queen's death
- Marking the accession of King Charles III
- Refurbishment of two play areas
- Continuing with Green Projects including planting numerous trees
- Returning to holding many events, post-pandemic
- Purchased a portable Speed Indicator Device which will be moved between Bradbourne Vale Road, St Johns Hill and Brittain's Lane
- Progressed the Sevenoaks Town Neighbourhood Plan towards its Referendum, to be held on 4th May 2023

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

## 2. Climate Change Initiatives

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

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

Unfortunately, the Covid-19 pandemic disrupted some of STC's original plans from 2019. However, STC has used the time to refocus its draft Sevenoaks Town Neighbourhood Plan on climate and green issues, identifying policies which would contribute to a more sustainable town.

At a meeting in November 2021, Councillors met to review STC's original 2019 climate change initiatives and considered additional and new proposals. It was agreed that STC should communicate more to the public about the practical local initiatives it was already undertaking and its plans for the future, and that STC should take a local leadership role, providing information about simple measures that can be taken to help the local community to Reduce, Reuse and Recycle to help the planet.

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

STC's overall aim is to put in place affordable and practical initiatives with long-term green benefits for the local community and to support and encourage residents to pursue them individually. Little steps together, reducing Sevenoaks' carbon consumption footprint = big changes to the planet.

**The STC 2021 Green Community Investment Plan moves away from primarily investing in community facilities and towards investing in the local environment and making Sevenoaks greener.**

STC's Green Community Investment Plan (appendix to STC Community Investment Plan 2019 – 2023) brings together all of its climate change initiatives to publicise to and involve the local community and progress practical delivery under the following five themes:

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

Public consultation on the Green Community Investment Plan took place during December 2021 and January 2022.

### **Climate Change initiatives during 2022**

The **Greening Sevenoaks Survey** was produced and distributed via QR codes at STC noticeboards and on screen at Sevenoaks Station. To date 140 responses have been returned.

**World Refill Day** on the 16<sup>th</sup> June was promoted, with a new business signing up as a result. This scheme aims to lower plastic consumption by encouraging people to refill their water bottles in businesses that have signed up, instead of buying bottles in a shop.

**The Great Big Green Week** from the 24<sup>th</sup> September to the 2<sup>nd</sup> October was promoted with different events around Sevenoaks, as well as information on STC policies and environmentally friendly practices.

**An information pack titled 'Green tips for Sevenoaks'** (available on the Town Council website: [https://www.sevenoakstown.gov.uk/Green\\_Tips\\_for\\_Sevenoaks\\_43540.aspx](https://www.sevenoakstown.gov.uk/Green_Tips_for_Sevenoaks_43540.aspx)) was produced and distributed on the STC website and via the Town Crier newsletter. This pack suggests ways for Sevenoaks residents to lower their carbon footprint and energy consumption:

The Town Council has explored the possibility of introducing a **Car Club** in Sevenoaks. Car Clubs are short-term rental services that give members access to locally parked cars which they can pay for by the hour. They offer an alternative model to private car ownership for individuals and businesses and have the potential to reduce car ownership, inspiring a shift away from private car use to walking, cycling and public transport instead. In January 2023 it was agreed to review the financial viability and to consider a small trial of two cars based at a Town Council site.

Following on from installing **EV charging points** at the Bat & Ball Centre and STC Council Office site, research is being undertaken to enable additional EV points to be installed in the town.



In January 2023 a **clothing bank**, where people can donate their used clothes, was installed at the Bat & Ball Centre. This will run for a trial period of three months. STC will receive payment of £70-£100 per full bank of clothing which go to be recycled. This helps extend the lifecycle of clothes.

A **Climate Fair**, to be held jointly with Sevenoaks Climate Action Network, is being organised for Saturday 29<sup>th</sup> April 2023 on The Vine. This event will have guest speakers, advice stalls, businesses offering environmentally friendly products, as well as vegetarian and vegan food.

## Climate Change Youth Forum

The Climate Change Youth Forum was launched in September 2022 as a place for student representatives from the secondary schools in Sevenoaks to discuss what their schools were doing to tackle climate change and share best practice. A second meeting took place in December and further meetings are planned. Representatives from the following schools have attended: Knole Academy, Sevenoaks School, Trinity School, Walthamstow Hall, and West Heath.

The meetings were beneficial in sharing best practice; for example, regarding the installation of bio-digesters, and encouraging students to be more environmentally conscious. Future guest speakers at the Youth Forum are Sevenoaks District Council, a member of the Sevenoaks Climate Action Network (SCAN), Kent Wildlife Trust, and the Cost Reduction Company. Town



Council plans and policies, and information were distributed, including the Green Community Investment Plan, Green Tips for Sevenoaks pack, Adopt a Tree scheme, Give it a Grow scheme, Refill Scheme, and Plastic Free Pledge.

## Carbon Footprint

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





## Renewable Energy

During the refurbishment of the Bat & Ball Centre in 2020, the Town Council's overall aim was to install a system to enable the most cost-effective use of and carbon reduction of energy. The new Centre is considerably more energy efficient than the previous facility and produces some of its own energy via solar panels. In January 2023 the Town Council resolved to enhance the use of solar energy by investigating the possibility of installing more solar panels as well as solar batteries. This will enable the Centre to reduce its carbon footprint even further by using renewable solar energy first, save money by charging the batteries with night priced electricity when there is not enough solar power to do so, and, as a last resort, use grid electricity. The potential to generate 32,698kwh of solar energy would reduce the Bat & Ball Centre's (and Sevenoaks Town Council's) carbon emissions by 7.6 tonnes, assuming average UK emissions per kwh.

The Town Council is also considering how the research into battery storage for electricity could be valuable for other Town Council sites, as batteries could be installed to access cheaper night-time electricity for use during the day. These batteries do not require solar panels to be installed, and can therefore be applied to any site, such as the STC offices.

### 3. Bat & Ball Centre



Since its reopening in 2021 following extensive refurbishment, the new Bat & Ball Centre has flourished with both regular hirers and bookings for other events. This year we have hosted a wide range of activities including wedding receptions, business conferences, training courses, meetings, support groups, faith groups, birthday and other celebration parties, children's theatre, literary festival events, musical events, sports, and family fun activities.

We are delighted that the Centre has re-established as a valuable community facility and is performing well in accordance with its anticipated income budget.

We continue to receive positive feedback from users:

*“The caretaking team before the event and on the day were fantastic, happily spending time in advance to explain where things were and how they worked, and on the day even moving the chairs and tables out and away for us plus sweeping up even though we had our team ready to do that. On the day the amount of parking and close proximity to the entrance was noted on by many of our visitors and everyone commented on how bright, light, spacious and welcoming the hall was. Had it been a sunny day rather than snowing! many would have explored the gardens outside which provided a wonderful backdrop during daylight hours and made it a very welcoming space for our event. The simplicity of the audio system for providing music and easy use of the microphone were hugely appreciated and enabled a far more professional structure to the event than was possible before the refurbishment when we all remember having to stay standing in the one place the microphone worked clearly! Thank you for developing this into such a versatile and positive space.” (December 2022)*

In October 2022 we relaunched the Bat & Ball Centre User Group, a forum for users to share their views and, where applicable, make suggestions for improvements.



For further information on the Centre and other room hire available, please visit our website:

[https://www.sevenoakstown.gov.uk/Room & Hall Hire](https://www.sevenoakstown.gov.uk/Room%20&%20Hall%20Hire)

or contact: [hallhire@sevenoakstown.gov.uk](mailto:hallhire@sevenoakstown.gov.uk)

#### 4. Bat & Ball Station Building

During the restoration of the Bat & Ball Station building, Sevenoaks Town Council employed a Heritage Engagement Officer responsible for delivering heritage activities as per Sevenoaks Town Council's Heritage Lottery Fund (HLF) Activity Plan. Unfortunately, the pandemic brought many of the activities and promotions to a halt.

In March 2022 the Town Council engaged a new part-time person to build on the Activity Plan and progress the Bat & Ball Station project as originally planned. We are delighted that this has regenerated interest in the station as a community facility with a range of activities engaging the community and volunteers.

Beginning the year with a good start, our station platform loos were awarded Loo of the Year! In our restoration project, having a functioning station toilet was very important issue; before the restoration, the station building was in disuse and there was no functional toilet, which was a great concern for many residents and people visiting. We're proud to have been awarded this, as it not only shows how important a station toilet is but how hard our staff work to keep it in tip-top condition!



This year we also welcomed our Cycle Friendly Accreditation for the Station Café. We are keen to make the whole of our station more environmentally friendly and accessible for all. Being awarded a Cycle Friendly Place 2022 means we have secure bike-friendly storage, bike maintenance kit, list of cycle repair shops nearby, cycle clothes wall hook, and our warm café for cyclists to visit! We also received a free cycle planter from the Cycle Friendly scheme, which Lynda, our gardener, has kindly planted up for us!

#### Heritage Open Day

Heritage Open Day is England's largest festival of history and culture. Every September thousands of volunteers across England help celebrate our history and culture for free. We had planned to take part in this event to celebrate Bat & Ball Station, and to bring alive our local heritage landmark for our community, but sadly the event had to be cancelled due to the death of Her Majesty The Queen. We would like to thank all those who were involved in the organising of the event; hopefully in 2023 the Heritage Open Day will be bigger and better!



## Arts & Crafts Workshops



The first workshop from this season was our Art & Craft session running on a Friday for three weeks, which of course had to be train themed! The workshop was tailored to children aged between three and 11 years, with over 80 children attending. Families were able to make paper station buildings, trains, station masters' hats, and much more. It proved to be a great hit, with families coming back and asking for more workshops.

## Halloween and St Johns Hill Pumpkin Trail

We kicked off Halloween at the station by designing a free pumpkin trail on St Johns Hill. The trail was sponsored by Wealden Properties and the pumpkins were sourced by Aspens Garden Centre in Tonbridge. The trail map could be picked up from the Station Café and on our website (printable download); families would count the pumpkins they see in shop windows and collect a sweet from the café as a reward. It proved to be a successful trail, with over 20 shops involved!

On Saturday 29<sup>th</sup> October, we hosted our Spooky Halloween workshop collaborating with The Creation Station; children making sticky slime, funky headdresses for Halloween, and eating our delicious Station Café cake. Before the event started at 2pm, our new nifty volunteers Edwina, Edwina's two sons Luke and Antonio, and Marianne got to work decorating the station with spooky ornaments. We would like to thank all our volunteers for their efforts and The Creation Station staff. It wouldn't have been a success without them!



## Winter at Bat & Ball Station

Sevenoaks is very busy over Christmas time, starting in November when the High Street Christmas lights are switched on. We thought it was important that the station should host a few Christmas themed events for the northern part of Sevenoaks, keeping us connected with the Christmas spirit and, of course, celebrating how the Victorians brought Christmas to life!

To start, the Christmas lights were up and ready by the 1<sup>st</sup> December, transforming the station into its own wonderland ready for our station's first Christmas craft market on the 3<sup>rd</sup> December. Twelve stall holders joined us, showcasing knitting, chocolate, jewellery, skincare and more; all individual businesses and a few new businesses from the Sevenoaks area. The Station Café opened especially during this market as well, making a good profit and driving customers through to the market. As this was our first market, there were a few tweaks to be made and things to be improved for next year!



Father Christmas made his special appearance at the station on the 10<sup>th</sup> December, bringing Christmas cheer and presents for children who visited him in his wonderful grotto. As part of the event, children could make Victorian-inspired crafts such as Christmas crackers, paper angel decorations, and Christmas cards for Father Christmas. Children had a wonderful time meeting him and learning a little about how a lot of Christmas traditions arose during the Victorian era.

## Warm Welcome Space

The purpose of these spaces is for people who might be struggling with the cost of energy crisis and would like to visit a non-judgmental warm space. Around the UK, many households are struggling with the cost of living, often having to make the decision between feeding their family or turning the heating on. Due to this, Councils have been taking the initiative to set up 'signposts' for public places that cater to families. Although our café is open during the week until 2pm, we wanted to open up our Station Booking Hall for families or individuals needing a free warm space, and also a chat with volunteers who help with running the mornings.

We have welcomed these mornings by opening up our station building with the occasional talk, teas and coffees, a second-hand coat rack, and book swap bookcase; all of which are free. Our new volunteers have been keen to help out by referring speakers for talks and offering to help on the day.



## Forget-Me-Not Café

Similar to our Warm Spaces mornings, we have started up a new Forget-Me-Not Café at the station running every 2<sup>nd</sup> Wednesday of the month from 10:30am to 12:30pm. Forget-Me-Not Cafés are a place where anyone with memory loss, their carer or family may find friendship with like-minded people and be signposted to more formal help if so desired. These cafés are a lifeline for many families to feel safe and enjoy some happy social time over a cup of tea or two.



On Wednesday 16<sup>th</sup> November, we hosted a volunteer meet-and-greet morning with one of the founders from Forget-Me-Not Café, Elaine, to discuss the volunteer role and learn more about Forget-Me-Not Cafés in Sevenoaks. It was great to see a few locals who aren't volunteers for the station attend the meeting and share their insights for the café.

Following on from this, we launched our first café on the 14<sup>th</sup> December! Over 10 visitors came and two volunteers so it proved to be a very successful launch. The Town Mayor kindly opened the café along with Forget-Me-Not Founder, Elaine, before starting off the event with a talk from Austin Blackburn at Go Coach on his new Art Deco bus garage. We have booked in a few brilliant speakers for 2023 such as Chris Conlan on being a Pearly King, Sevenoaks Fire Fighting Museum, and the Royal National Lifeboat Institution.

## Darent Valley Community Rail Partnership

Darent Valley commissioned a set of six artworks promoting the stations along the Darent Valley Line. The posters were designed by the wonderful Kit Boyd who designed original artworks for each station: Swanley, Eynsford, Shoreham, Otford, Bat & Ball, and Sevenoaks. The artist was commissioned in 2021, when he spent six months exploring and absorbing the relevant areas, capturing details and speaking to local residents. From this, he created designs using traditional fine art techniques using linocut printing and two watercolour paintings. We were delighted to



host a poster launch in partnership with Darent

Valley on the 28<sup>th</sup> March, with these posters available for purchase through Bat & Ball Station Café in sizes ranging from A4 to A1. Darent Valley Community Rail Partnership has also produced A5 cards, which are also available at Bat & Ball Station.





## South East & Chatham Style Bench

When the station building was renovated in 2019, we placed a heritage South East & Chatham Style Bench on the station platform, providing a seat for those visiting the café, station, or railway. During the last week of December 2022, we were able to obtain a grant from Railway Heritage Trust to make a replica of the bench, replacing a metal South Eastern platform bench on the platform.



## 5. The Mayoral Year & Civic Events



The Mayor, Councillor Mrs Rachel Parry, was elected in May and the meeting was attended by Councillors in person this year.

The Charity the Mayor chose to support was SAYT, Sevenoaks Area Youth Trust.

The Mayor and her Consort have attended 129 events so far this year and the Deputy Mayor has represented her on six occasions. The Mayoral Year was disrupted once again by the Coronavirus pandemic resulting in several events being postponed or cancelled. The sad death of Her Majesty the Queen also meant that a number of engagements were cancelled during the period of mourning.

### Civic Service

The Mayor and Consort of Sevenoaks, Councillors Mrs Rachel and Richard Parry, held this year's Civic Service in St Nicholas Church in Sevenoaks on Sunday 26<sup>th</sup> June 2022. The Deputy Lieutenant, Lord Sackville, and the Lord Mayor and Consort of Canterbury, Councillor Mrs Anne Dekker, and Mrs Caroline Foreman, were amongst the Mayors, Chairmen and dignitaries who attended the Service. The Mayor's Cadet, L/Cpl Libby Simmons and a representative of the Mayor's charity, Sevenoaks Area Youth Trust, both read lessons at the Service.



## Peppercorn Rent Ceremony

On 1<sup>st</sup> August the Mayor attended the historic Peppercorn Rent Ceremony at The Vine



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

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

This year the Mayor of Sevenoaks, Cllr Mrs Rachel Parry, accepted the peppercorn from the Club and paid Lord Sackville a cricket ball.



## Civic Events

### Beacon Lighting, The Vine, Sevenoaks

On the evening of 2<sup>nd</sup> June 2022 thousands of Sennockians gathered at The Vine before processing to the Beacon for the Lighting Ceremony in celebration of the Queen's Platinum Jubilee. Beacons were lit throughout the country simultaneously.

A bagpiper played 'Diu Regnare', followed by a trumpeter playing 'Majesty' and the U3A choir sang 'A Life Full of Grace'. Everyone present sang 'God Save the Queen' and the Town Crier called for 'Three Cheers for Her Majesty'.



### Platinum Jubilee of HM The Queen



On Friday 3<sup>rd</sup> June Sevenoaks Town Council was proud to be involved in the nationally coordinated commemoration of HM The Queen's Platinum Jubilee, inviting the community to join in a Big Picnic Lunch on The Vine Gardens. The event was hugely successful, with thousands of local residents turning out to enjoy a picnic on The Vine with friends and family, enjoying the live music and children's entertainment.



## Armed Forces Day, 25<sup>th</sup> June 2022

On Saturday 25<sup>th</sup> June Sevenoaks Army Cadets raised the Armed Forces Day flag at The Vine in Sevenoaks. Prayers were led by Rev Jamie Read from St Nicholas Church and the Exhortation was read by Larry Abraham of the Royal British Legion.

Present were the Mayor and Consort of Sevenoaks, Councillors Mrs Rachel and Richard Parry, fellow Councillors, Angela Newey, Deputy Lieutenant of Kent, Members of the Armed Services, Westerham Sea Cadets, Sevenoaks Air Cadets, representatives of local organisations and residents.



## Merchant Navy Day, 3<sup>rd</sup> September 2022



The Red Ensign flag was raised at The Vine on Saturday 3<sup>rd</sup> September to commemorate Merchant Navy Day. The Mayor of Sevenoaks, Councillor Rachel Parry, was joined by Councillors and former Mayors for the raising of the Red Ensign. Prayers were read by The Revd Matt Taylor from St Nicholas Church and Miller Lang from the Royal Naval Association read the Exhortation.



## DEATH OF HER MAJESTY, QUEEN ELIZABETH II

**On 8<sup>th</sup> September 2022 at 3.10pm, Elizabeth II, Queen of the United Kingdom and the other Commonwealth realms, and the longest reigning British monarch, died of old age at Balmoral Castle in Scotland, at the age of 96.**

Sevenoaks Town Council issued the following press release informing residents of local arrangements:

'The Mayor of Sevenoaks, Sevenoaks Town Councillors and Officers wish to share the sentiments of loss and sorrow felt across the nation in mourning the death of Her Majesty, Queen Elizabeth II.

'The Mayor, Cllr Rachel Parry, paying tribute to Her Majesty, said: "As the longest serving British monarch, she has inspired generations, and has been a much-loved presence in all our lives."

'As a mark of respect, during the period of Royal mourning, the Union Flag at the Town Council Offices and on The Vine will fly at half-mast.

'The Mayor will be reading the official Proclamation on Sunday 11<sup>th</sup> September at 3.15pm at The Vine War Memorial, and invites residents to join her and Town Councillors to mark this occasion.

'For those wishing to leave flowers, The Vine War Memorial, Dartford Road, Sevenoaks is recommended as a fitting location.'

## Proclamation of Accession, 11<sup>th</sup> September 2022

On Sunday 11<sup>th</sup> September the Mayor of Sevenoaks and her Consort, Councillors Rachel and Richard Parry, together with fellow Town Councillors and former Mayors, gathered at The Vine War Memorial in Sevenoaks to read the Proclamation of Accession of King Charles the Third. They were joined by Mr Lennox Cato, Deputy Lieutenant of Kent, and representatives of the local churches.

At the end of the short ceremony the Mayor led three cheers for His Majesty which rang out over The Vine. A living wreath was laid prior to the ceremony in remembrance of our late Sovereign, Queen Elizabeth the Second. The flowers form part of a green legacy, alongside a memorial tree to be planted in memory of our longest reigning monarch.



In the week following the death of Her Majesty Queen Elizabeth II the Mayor visited local care and residential homes to reminisce on the life of Her Majesty and offer residents the opportunity to sign a Book of Condolence.

### **Sevenoaks Mayor and Town Councillors led the local community in moment of reflection to mourn the passing of Her Majesty Queen Elizabeth II**

At 7.55pm on Sunday 18<sup>th</sup> September 2022 approximately 500 people, young and more mature, with candles and lanterns, gathered at The Vine to join the national Moment of Reflection to mourn the passing of Her Majesty Queen Elizabeth II. This was an opportunity, as a community, to reflect on the Queen's life and legacy.

Following a minute's silence everybody present joined in singing the national anthem. As a mark of respect to the late Queen, the War Memorial was lit in purple.



On **Armistice Day**, Friday 11<sup>th</sup> November 2022, the Mayor laid crosses on the War Graves at Greatness Park Cemetery and prayers were said by Fr Robin, Vicar of St John the Baptist Church.

On Sunday 13<sup>th</sup> November 2022, **Remembrance Day**, the Mayor and Consort of Sevenoaks, Councillors Rachel and Richard Parry, together with Town Councillors, attended the Remembrance Day Service and Parade at The Vine War Memorial. Members of the local cadet forces were present, together with a large contingent of scouts and guides from several local groups.

Many community organisations laid wreaths on the memorial watched by approximately a thousand people who gathered to join in the remembrance service. Also present was Laura

Trott MP, HM Deputy Lieutenant of Kent, the Lord Colgrain, Chairman of Sevenoaks District Council and Kent County Council representative.

The Service was led by The Revd Canon Angus MacLeay of St Nicholas Church assisted by Father David Gibbons of St Thomas Roman Catholic Church, together with Pastor Andrew Diaper, representing the free churches in Sevenoaks.

## 6. Finance

The Town Council approved a budget of £1,864,485 for 2022-23. General reserves brought forward were £438,861 (2021-22 £417,571) and earmarked reserves were £1,238,778 (2021-22 £1,352,955).

The 2022-23 Town Council budget includes income of:

- £1,295,675 from the precept paid for by Sevenoaks domestic ratepayers (council tax).
- £528,922 from fees and charges on facilities and services such as hire of community halls, Business Hub, sports pitches, markets, cemetery, Café on the Vine, rents and leases, and allotments.
- £39,888 from Council reserves (£59,888 to fund Bat & Ball Station Café during initial years of opening, offset by an increase of £20,000 revenue reserves).

The Council does not receive money from central government. As a result, it continues to be creative in the way that it funds and delivers services to the community. Capital projects for new and improved community facilities are funded from capital receipts, earmarked reserves, and grants, where possible. Earmarked reserves brought forward included £567,894 capital receipts and £229,518 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.

The Council's income streams have recovered to pre-Covid levels, and the Bat & Ball Centre and Business Hub are both seeing a growing customer base.

Inflation is impacting on the cost of services and our café income; however, 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 16<sup>th</sup> January 2023, Council approved a budget of £1,954,749 for 2023-2024. This will be funded by fees and charges of £510,433 (26%), a precept levy of £1,370,074 (70%), and transfer from reserves of £74,242 (4%) (£94,242 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 £139.17 per year or £2.68 per week (an increase of £6.50 per year or 13p per week on 2022-23).

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

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

Groups which have benefited from the Town Council Grants during the year 2022-23 include:

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

Application forms and guidance notes can be found on the Town Council website:

[https://www.sevenoakstown.gov.uk/Grants Information](https://www.sevenoakstown.gov.uk/Grants%20Information)

To be sent to: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

## 8. Council Meetings

Following a period of remote, hybrid and face-to-face meetings whilst public health regulations were in place due to the pandemic, the Town Council was pleased to fully resume face-to-face meetings in January 2022. Provision remained for Councillors to attend meeting remotely if necessary although in this eventuality, they would not be able to vote and would not be counted as legally present. The Town Council continued to livestream its Council and Committee meetings on YouTube.

The following meetings took place during 2022-23:

Date of meeting	Committee	Date of meeting	Committee
04.04.22	Planning & Town Neighbourhood Plan Steering Committee	19.10.22	Bat & Ball Centre Users Group
06.04.22	Sevenoaks Town Team	24.10.22	Community Infrastructure
11.04.22	Finance & General Purposes Committee	24.10.22	Personnel
11.04.22	Town Council	31.10.22	Planning
19.04.22	Planning	02.11.22	Youth Council
03.05.22	Planning	02.11.22	Youth Services
09.05.22	Annual Council Meeting	07.11.22	Open Spaces & Leisure
16.05.22	Planning	14.11.22	Planning

18.05.22	Youth Services	21.11.22	Town Council
30.05.22	Planning	21.11.22	Finance & General Purposes Committee
06.06.22	Finance & General Purposes Committee	28.11.22	Planning
06.06.22	Town Council	05.12.22	Town Council
13.06.22	Community Infrastructure	12.12.22	Planning
15.06.22	Sevenoaks Town Team	14.12.22	Sevenoaks Town Team
20.06.22	Planning & & Town Neighbourhood Plan Steering Committee	19.12.22	Planning
22.06.22	Youth Council	09.01.23	Planning
27.06.22	Planning	16.01.23	Finance & General Purposes Committee
29.06.22	Youth Services	16.01.23	Town Council
04.07.22	Open Spaces & Leisure	18.01.23	Youth Council
11.07.22	Planning	18.01.23	Youth Services
18.07.22	Finance & General Purposes Committee	23.01.23	Planning
18.07.22	Town Council	30.01.23	Community Infrastructure
25.07.22	Planning	06.02.23	Planning
03.08.22	Sevenoaks Town Team	13.02.23	Open Spaces & Leisure
08.08.22	Planning	20.02.23	Planning
22.08.22	Planning	22.02.23	Sevenoaks Town Team
05.09.22	Planning	27.02.23	Town Council
07.09.22	Youth Council	27.02.23	Finance & General Purposes Committee
07.09.22	Youth Services	06.03.23	Planning
26.09.22	Town Council	08.03.23	Bat & Ball Centre Users Group
26.09.22	Finance & General Purposes Committee	13.03.23	Annual Town Meeting
03.10.22	Planning	20.03.23	Planning
05.10.22	Sevenoaks Town Team	22.03.23	Youth Council
10.10.2022	Open Spaces & Leisure	22.03.23	Youth Services
17.10.23	Planning	27.03.23	Personnel

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 on the website from the Tuesday prior to the meeting.

Members of the public wishing to address a committee should notify the Town Council by 12 noon on the day of the meeting.



## 9. Sevenoaks Business Hub



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

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

This new sign (above) is fixed at the entrance to the Hub/Town Council Office in Bradbourne Vale Road.

The facilities include:

- A meeting room for up to eight people
- High quality internet access
- Showers
- Kitchen/café area
- Informal lounge
- Free parking

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

The office pods have been a great success, being occupied almost 100%, and with a growing waiting list. 81 hirers have registered since launch in July 2021, though in practice only about a third have actually booked space. But hot-desk user numbers are increasing all the time and the Hub is now running at a small profit.



Whereas the Hub was initially managed by the Sevenoaks District Chamber of Commerce, which still has its base in the Hub, the management is now undertaken by the Town Council.

For further information, hire rates and to make a booking online visit:

[https://www.sevenoakstown.gov.uk/Sevenoaks\\_Business\\_Hub\\_40590.aspx](https://www.sevenoakstown.gov.uk/Sevenoaks_Business_Hub_40590.aspx).



## 10. Open Spaces and Leisure

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

<https://www.sevenoakstown.gov.uk/Services>

### The Vine

The **Vine Cricket Field**, one of the oldest in the country and part of the heritage landscape so important to the local community, was re-opened in the spring of 2021 after much-needed maintenance and improvement which enabled high-level cricket to be played once again.

As a result of normal use, and the very hot and dry summer, the field was beginning to suffer from damage to the grass, undoing the good work that was done when the field was re-sown.

To protect the field, permission was granted from the Conservation Officer to install a row of removable bollards outside the Pavilion just onto the grass to prevent unauthorised vehicles from driving onto the field edge.



The **Pavilion, Bandstand** and **Café on the Vine** are at the heart of Sevenoaks. We continued our commitment to preserving the heritage of the historic ground by carrying out a complete refurbishment of the exterior and redecoration of the Cricket Pavilion, Bandstand, Café and Kiosk.



**The Vine Pond** was drained and sealed, with netting installed across the surface to try and discourage herons from feasting on the adult size goldfish. There are still young fish in the pond and numbers will recover. So far, the solution has been successful.

In line with our Climate Change Policy, a solar pump replaced the older pump.

**The Vine Bridge**, a popular route for many residents, was repaired.



A new safety surface was installed in the play area in **Vine Gardens**.

### **Vine Green Flag Award**

In 2022, The Vine was re-accredited its Green Flag status, the international quality mark for parks and green spaces. The Vine is among 2,127 parks and green spaces in the UK that have received a prestigious Green Flag in 2022.

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

Significant investment has been made to ensure that sports fixtures can be played to a high standard. In line with the Town Council's commitment towards finding sustainable solutions and protecting the environment, new more efficient floodlights have been installed on the sports pitch at Raleys Field. The new lights, which replaced older less efficient lights, provide a better spread of lighting with less light spill.

The autumn renovation of the cricket squares was a success with good strong grass germination.

Further sand banding work was undertaken at Pitch 1, Knole Paddock, to ensure good surface drainage in all weather conditions. This should reduce or eliminate the occasions when Pitch 1 is water-logged or unplayable.

## Play Areas



In August 2022, children, parents and grandparents joined the Mayor of Sevenoaks at the official openings of the refurbished Hillingdon Rise and Julian's Meadow Play Areas, which were completed ahead of the summer holidays. The ceremonies welcomed children of all ages to enjoy the new equipment and even get a bit silly with entertainer Silly Billy!

The works were carried out with grants totalling £80,000 awarded by Enovert

Community Trust. In line with Sevenoaks Town Council's commitment to protecting the environment and finding sustainable solutions, some existing equipment was refurbished while new equipment was also added to cater to a wider range of ages and abilities.

Enovert Community Trust is a grant-making organisation which is funded by landfill tax credits. It supports projects in the vicinity of landfill sites, and projects that benefit and make a positive impact to the community.

New equipment at Hillingdon Rise Play Area includes a junior climbing frame with slides, ropes, mini climbing wall, a basket swing and swings, outdoor table tennis table, adult gym skier and cycle, along with refurbished bucket swings for toddlers.

New equipment at Julian's Meadow Play Area includes a Pirate Lair climbing frame, tightrope walk, catwalk balance beam, basket and flat swings, rock and bowl spinner and a double zig-zag twister.





## Tree Planting

The Adopt a Tree initiative, which runs from June to December, continues to be a popular way for residents to celebrate special occasions and to remember loved ones through the gift of a tree in one of the town's iconic locations including Vine Gardens, Raleys Field and Knole Paddock, and Greatness Cemetery.

As in 2021, a variety of native species and fruit trees were planted including rowan, hawthorn, lime, maple, crab apple, and cherry. The 13 trees planted will benefit the local environment and help to improve air quality whilst also providing homes for wildlife and insects. A similar scheme will run in 2023.



On 2<sup>nd</sup> December 2022, schools and residents joined the Mayor in Littlewood to plant trees for The Queen's Green Canopy. The 70 silver birch, rowan, and wild cherry saplings planted were received from the Woodland Trust and obtained by Wild in 7oaks, a small community organisation which encourages Sevenoaks residents to garden in a wildlife friendly way.

The Queen's Green Canopy is a unique, UK-wide tree planting initiative created to mark Her Majesty's Platinum Jubilee 2022, by inviting people to 'Plant a Tree for the Jubilee'. The initiative aims to encourage everyone to learn more about the best way to plant trees so that they survive and flourish for years to come.

## Sevenoaks Common

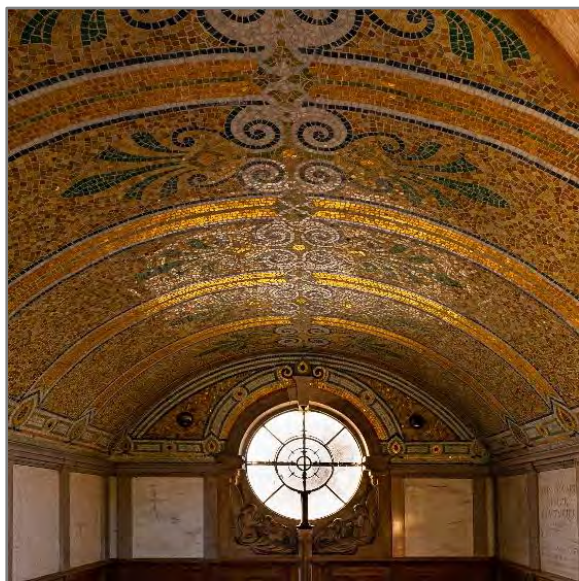
On the 7<sup>th</sup> December the Mayor planted another oak in the glade at Letter Box Lane to complete the group of Seven Charter Oaks.

The Greensand Commons Project has continued through the year. In August, they held a Bio Blitz Day, encouraging locals, particularly children, to come and help count species of bird, mammal, and insects on the Common. In autumn, a Fungus Foray was held. With the help of a knowledgeable mycologist numerous species were found in a few minutes.

Regular Volunteer Days continued through the year helping to widen paths and promote young trees by weeding around them.

## Greatness Cemetery

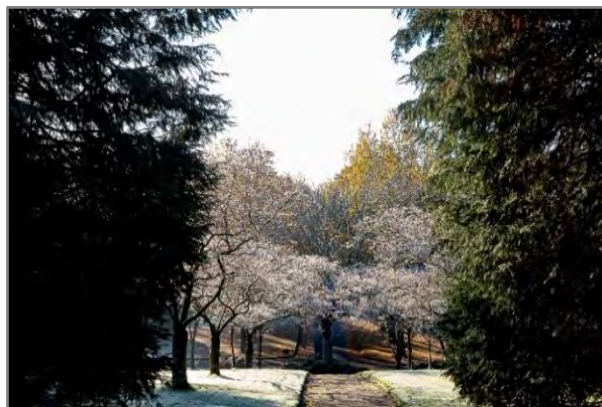
The Friends of Greatness Cemetery group was launched on 10<sup>th</sup> December 2022 at the Greatness Cemetery Open Day. Visitors arrived on a beautifully crisp morning and were



welcomed into the chapel where ledgers and other historical documents were on display, including information about the history of the cemetery, the first burial which took place in November 1906, and information about the trees and nature that can be found at Greatness Cemetery.

The highlight for many was the rare opportunity to look inside of one of the Cemetery's notable monuments, the Grade II Listed Kraftmeier Mausoleum. The mausoleum is built of granite with carved friezes to front and side and a barrel-vaulted copper roof, and is designed in the Art Nouveau style.

The Friends of Greatness Cemetery aim to promote the Cemetery as a place of quiet reflection and to enhance the aesthetics, education, and information provided at the Cemetery site. They welcome volunteers to help them achieve their aims by helping to improve planting areas around the grounds and Chapel, and promoting the Cemetery to a wider audience by providing information regarding the War Graves and Mausoleum via leaflets, talks and on volunteer days.



## Allotments

Sevenoaks Town Council owns and manages two allotment sites in Sevenoaks: Bradbourne Vale Allotments and Quaker's Hall Allotments. An allotment is loosely defined as an area of land large enough for a family of four to feed themselves for a year. Historically, this has been a '10-rod plot' which equates to a modern measurement of around 250 square metres. If that is difficult to picture, then compare it with a standard tennis court which measures about 197 square metres. So, a full-sized plot is a large area!





Bradbourne Vale Allotments (pictured left) comprises 33 plots of varying sizes. The site is currently full, with a short waiting list, and because the site is so small plots don't often come up for rent.

Quaker's Hall Allotments (pictured below) is approximately 11.5 acres and has 250 plots, although this fluctuates as larger plots are usually split in half to make them more manageable. Occasionally, 'half' plots are added back together as tenants wish to take on more space. The site is almost full.



The last 12 months were a challenge with a very wet spring followed by the hottest summer on record. It was interesting to see which crops thrived and which failed in the extreme heat, although most tenants spent a lot of time and energy watering, so they had something to enjoy at the end of the day! The waiting list, which shot up during the pandemic, has now waned and is back to pre-pandemic levels, with just a few people waiting to be matched up with plots.

The trend for families and women to take on allotments continues, too. 49% of tenants across both sites are female (2021-22: 46%) and many more children are enjoying being on-site, learning about nature and gaining an early understanding of where their food comes from.

Anyone interested in taking on an allotment should contact the Allotments Manager at [allotments@sevenoakstown.gov.uk](mailto:allotments@sevenoakstown.gov.uk)

## South & South East In Bloom Awards 2022

Various locations in the town were entered into the South & South East in Bloom competition, and the Town Council was delighted to receive the following awards:

	Location	Category	Award
1	Sevenoaks Town Centre	Town Centre	Gold
2	Vine Gardens	Park	Gold and category winner
3	Upper High Street Gardens	Small Park	Gold
4	Sevenoaks Common	Conservation Area	Silver Gilt
5	Bat & Ball Centre	Business	Silver Gilt
6	Bat & Ball Station	Business	Silver Gilt and category Winner
7	Planting with Purpose	Special entry award	Gold
8	Growing Your Community	Special entry award	Silver Gilt
9	Southern Water Environmental Challenge	Special entry award	Highly Commended

## Sevenoaks in Bloom – 2022 National Finalist Award

Following on from the successes in the South & South East in Bloom Awards, the Town Council was delighted that Sevenoaks was awarded Silver Gilt in the RHS National Britain in Bloom Finals.



2022 was the first time that the town had been nominated for a national award and was one of seven finalists from across the country for its category.

The judges' comments were very favourable including the following:

- With eighty hanging baskets and fifty planters an excellent display of seasonal planting was evident throughout the town. They were particularly notable due to the reduced peat compost used, a sign that sustainable gardening practices were employed.
- The excellent work of volunteers, town council staff and the team at Rockdale and the Housing Association in what has been a difficult year was evident in many places.

- The planting at the station maintained by volunteers provided an excellent welcome to the town, along with the barrier planters.
- The House in the Basement project was a good example of a project that engages young people to grow plants.
- The project to upgrade and maintain the public realm has been a success with signs etc. being repainted and a joint approach to graffiti and litter. The imaginative way in covering the development site next to the Premier Inn by using railway style posters on a very clean hoarding was well done.
- The streets were litter free and generally weed free which takes a lot of effort in a town centre and is to be commended.
- It is important to highlight that the Town Council operates electric vehicles and electric hand tools which form part of its Green Community Investment Plan that contributes towards reducing carbon emissions.
- There is an excellent range of volunteers undertaking a wide range of tasks and responsibilities.
- The seed box swap scheme where gardeners can place spare seeds in a container is excellent and avoids waste and may encourage more people to grow plants and possibly new plant types or varieties.
- The Green Community Investment Plan to tackle environmental issues has the potential for great benefit for residents and visitors alike and it will create opportunities for volunteers to get involved and receive practical support. A good example being the Living Landscape project to revitalise neglected areas that is working with volunteers to improve the environment and green corridors.
- Support for the Bloom competition was well demonstrated by the Party and Carnival shop creating a balloon arch and Bloom themed shop window that raised awareness amongst the community.
- Overall, there was an excellent level of support from businesses, transport operators and the District Council, all of which bodes well for the future.

If you would like to help and support as part of the In Bloom team please contact Ann White at Sevenoaks Town Council for details of how to get involved – [dtc@sevenoakstown.gov.uk](mailto:dtc@sevenoakstown.gov.uk)

## **Play Provision**

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

## **Family Fun Activities (Reconnect Funding)**

The Town Council hosted ten afternoon Family Fun Activity sessions at Vine Gardens provided by Play Place during February half term, Easter, and summer holidays. This was funded by Kent County Council's Reconnect Locality Grant, which supports organisations and local authorities to help children and young people reconnect to their pre-pandemic lives.

## **Family Fun Days (Funded by Sevenoaks District Council)**

As part of the District Council's Easter and summer play provision, the Town Council hosted two Family Fun Days: April at the Bat & Ball Centre and August at Greatness Recreation Ground. Both were well attended, and we were very fortunate that we were able to move activities into the Bat & Ball Centre in April when the weather was extremely windy.



## Children's Theatre Shows

We were pleased to be able offer free children's theatre shows during August at the following venues: Greatness Recreation Ground, Pontoise Play Area, Vine Gardens and Bat & Ball Centre. The production was 'The Gingerbread Man' (following a last-minute change due to ill health).

The show was well received, and we were delighted to receive the following heart-warming feedback:



*"I just wanted to pass on my thanks on behalf of my mother and niece who attended the children's event at Bat & Ball Centre yesterday. They both thoroughly enjoyed the performance, and this was the first time my mother had seen my niece get up to participate when asked by performers (she normally says no and sits away from it all)."*

## Easter Egg Hunt

A family Easter Egg Hunt was held at Vine Gardens in April. Entry was £1 with funds raised going to the Mayor's Charity, the MS Society. All entrants received a small chocolate gift, with the finder of the Golden Ticket winning an Easter Egg donated by The Chocolate Shop.

## Roadside Advertising and Highway Banners

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

## 11. Sevenoaks Markets

Sevenoaks Town Council manages the following Sevenoaks Markets:

- Wednesday Market next to the Bus Station 8am to 2pm
- Saturday High Street Market 9am to 4pm
- Saturday Bligh's Market 9am to 4pm
- Bligh's Christmas Market 9am to 4pm (nine days prior to Christmas)

Residents and members of the public continue their enthusiastic support of the weekly markets, and traders show their gratitude by bringing varied and high-quality goods and services on Wednesdays and Saturdays, come rain or shine!

Long-time favourites Westley's fruit and vegetable stall and Alice Woods flower stall have been joined in the **Saturday High Street Market** by the popular Olive Stall, the Bread Stall, and the newest addition, Organic Village Market.

Westley's, Alice Woods, and Bread on the Rise spoil us by bringing their goods to both the High Street Market and the Wednesday Market in Buckhurst Lane, where they are joined by the Garden Trough trader and newcomer Sevenoaks Clothes House.

**Bligh's Market** on Saturdays features our dedicated long-time traders Shekinah Glass, OKEH, and Dee's along with the delicious offerings from Coco Kitchen, Bread on the Rise, and Cheese Passion. Bligh's Market added new traders selling goods and crafts from South Africa, handcrafted candles and soaps, and homeware and ornaments.

**Bligh's Christmas Market** provided nine days of brilliant gift ideas for that special person as well as some last-minute presents and decorations.



The Town Council's contract for managing the Wednesday Market and Saturday High Street Market comes to an end at the end of March. The Town Council will be submitting a tender to continue to operate the markets.

## 12 Community Events

Sevenoaks Town Council works in conjunction with Sevenoaks Town Team 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.

### Bands on the Bandstand

The Town Council continued to provide its programme of free live music on the bandstand at Vine Gardens during the summer, on Thursday evenings and Sunday afternoons. Residents were invited to bring a chair and refreshments and enjoy relaxing in the beautiful Vine Gardens while listening to a wide range of musicians.

### **Crown Designs for the Jubilee**

As part of Sevenoaks' celebrations of the Queen's Platinum Jubilee, the Town Council invited residents to submit designs for crowns to be printed on banners and displayed for the Jubilee weekend. We had a fantastic response with creative crowns submitted by residents aged from 2 to 96.



The banners were installed on the railings around The Vine Gardens, ready for the Big Jubilee Picnic Lunch on 3<sup>rd</sup> June. In addition, the original artworks were displayed at the Sevenoaks Kaleidoscope Art Gallery.

Many thanks to all those who contributed to this wonderful project.

### **Christmas Lights**

The Town Council was delighted to host its traditional Christmas Lights Switch On event on Friday 25<sup>th</sup> November. Thousands of residents gathered in the High Street area to enjoy the live entertainment, fairground rides, Father Christmas Grotto, stalls, food and drink, and the ceremony with the Mayor switching on the lights in Sevenoaks High Street at 7.30pm.



Our thanks to our key sponsors: Specsavers, Manak Solicitors and Bligh's Meadow for helping us to put on a good show and light up the town so beautifully over the festive period. Thanks also to all the volunteers who work so hard to make the evening a success.





## Design a Christmas Light Competition

In September the Town Council invited children under the age of 11 to enter a competition to design a new Christmas light for Sevenoaks Town Centre. Hundreds of entries were received, and the Town Council would like to thank all the children who took the time to send us their fantastic artwork.

Congratulations to the winner: 10-year-old Ted Evans for his wonderful design for a jolly Father Christmas light. The light was installed at The Stag Theatre.

The Mayor commented:

*"We had so many wonderful entries from local young artists that it was very difficult to choose a winner, but Ted's design stood out for its appealing portrayal of a jolly Santa that made us all smile, and we could see how it could be turned into a light. Many congratulations to Ted whose light will now be part of the Town Centre's Christmas Lights display for many years to come."*



## 13. No 8 Bus

In September 2020 KCC agreed to provide two years' funding and operate the No 8 bus. The purchase of an electric No 8 bus is within the Town Council's Number 1 Priority of addressing climate change. It is hoped that the Town Council will be able to submit a bid for funding to a future meeting of the District Council's Community Infrastructure Levy Board.

## 14. 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.



## 15. Youth Provision

### Sevenoaks Youth Council

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

The current Youth Council was elected in 2021 for a term of two years and comprises 21 young people representing the following schools: Radnor House, Sevenoaks School, Sevenoaks Prep School, Bennet Memorial Secondary School, Tonbridge Grammar School, Trinity, The Judd School, Knole Academy, Solefields, Cobham Hall, and Willington Academy.

Youth Councillors were pleased to be able to meet in person after the disruption of the pandemic during 2020 and 2021. Over the course of the year, they received interesting talks from groups such as the Kenward Trust, Kent Fire and Rescue services, and Kent Wildlife Trust.

The Youth Council is a keen supporter of the House in the Basement Youth Café, and this year provided a folding football table and contributed to the purchase of an inflatable dart board.

Towards the end of the year the Youth Council and young people from the House in the Basement were invited to visit the House of Commons. Following a tour, they met and had a useful question and answer session with the MP for Sevenoaks, Laura Trott. Some challenging issues were raised and discussed:

- What does sustainability mean to you, and how can we better combat large businesses and companies that use sweat shops?
- What elements of your childhood helped you to be successful?
- What is the biggest problem brought up in parliament?
- Would you like to be Prime Minister?



Being a Youth Councillor is an opportunity to gain an insight into local democracy, to provide a voice for young people in our town, to work together and make a real contribution to your local community. If you are interested in joining:

- please visit: <https://www.sevenoaksyouthcouncil.com/>
- or contact: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

### House in the Basement Youth Café

The Youth Services Committee oversees the management and development of the House in the Basement Youth Café (known as HitB), now in its eleventh year. It is a safe space for young people to relax, meet with their friends, make new friends, get information and advice and support with homework, and take part in a range of activities including music, art projects, chess, pool, board games and video games. Low-cost hot meals are available.

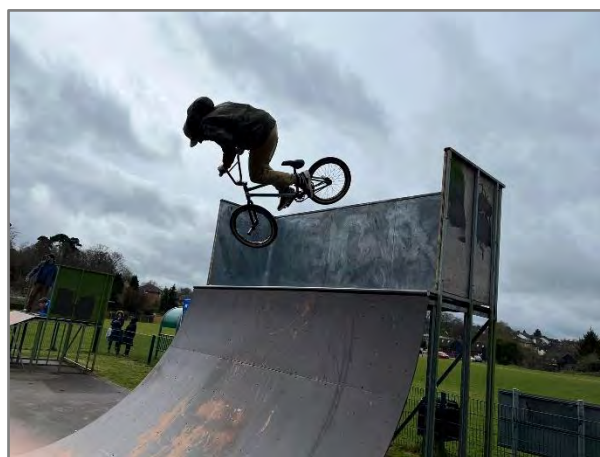


The manager, Daren Mountain, is supported by casual staff and volunteers from Sevenoaks Area Youth Trust.

During the last year HiTB has seen a steady increase in attendees, particularly for the Tuesday evening Special Educational Needs group. The popular pool and darts tournaments and art activities have been re-established. The youth workers have undertaken out-reach work to local schools and detached work at events such as the Jubilee celebrations, fireworks night, and Christmas Light Switch On.

A number of events and trips were held, including:

- Trip to **Bewl Water** in February half term, in partnership with West Kent Housing, for a range of fun activities such as canoeing and archery.
- **Skatepark Fun Day** at Greatness in April, hosted by King Ramps, who provided exhibitions from professional skateboarders and BMX riders, together with workshops and competitions.
- Visit to **Hastings Beach and Skatepark** in August.
- As part of its move to explore the possibility of some youth provision in the north of the town, a **Silent Disco** was held in October at the Bat & Ball Centre, hosted by the HitB in partnership with West Kent and SAYT.
- **Christmas Party** in December.



The HitB also took part in the Britain in Bloom submission, receiving a fantastic Level 4 – Thriving award.

### **Young Mentor Project**

HitB continues to work with Sevenoaks District Council on the Young Mentor Project and, as part of this, conducted a survey to record the impact of Covid-19 on young people, their lives and their hopes for the future.

**The Youth Café is also available for hire. For further information contact:**

**[hallhire@sevenoakstown.gov.uk](mailto:hallhire@sevenoakstown.gov.uk)**

## **16. Planning**

### **Planning Committee**

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

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

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

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

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

Meetings are live-streamed and uploaded onto YouTube, and this audio-visual feature also allows for hybrid meetings so Committee members or registered speakers and/or presenters may attend virtually. Members of the Committee attending via Zoom may take part in discussions, but are not permitted to vote on matters under consideration, as they do not legally constitute as being 'present' at the meeting.

### **Planning Applications**

During 2022/2023 the Town Council will have commented on circa 400 planning applications submitted within the Sevenoaks Town Council area. It has supported Sevenoaks District Council in its refusal of applications via a number of virtual and in-person representations at

Development Control Committee, as well as at the February 2023 Public Inquiry Appeal held for Land South of Little Brittain's, Brittain's Lane.

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 Plan (STNP)**

The Submission Draft of the Sevenoaks Town Neighbourhood Plan (STNP) was received and approved by both the Planning Committee and Town Neighbourhood Plan Steering Committee on 20<sup>th</sup> June 2022. On 23<sup>rd</sup> June 2022 it was formally submitted to the District Council who arranged a Regulation 16 Public Consultation to run between 4<sup>th</sup> August and 22<sup>nd</sup> September 2022. The Submission documents, comprising the June 2022 Submission Draft of the STNP, Consultation Statement, Basic Conditions Statement, Neighbourhood Area Designation, and Strategic Environmental Assessment can be found via the following link: <https://sevenoaksndp.wordpress.com/>

Intelligent Plans and Examinations (IPE) Ltd were appointed by SDC in their capacity as the Local Planning Authority to undertake the Examination of the STNP. This process included an Independent Examiner (IE) reviewing the Submission documents, as well as responses received throughout the consultation, and measuring how well the STNP conforms to Basic Conditions and existing planning legislation.

The IE provided his final Report on the STNP on 21<sup>st</sup> December 2022, which was received and accepted by the Planning Committee on 9<sup>th</sup> January 2023. The Report confirmed that the STNP as modified\* conforms to Basic Conditions and existing planning legislation and made the recommendation that the STNP proceed to Referendum.

*\*17 Plan Modifications were proposed by the IE, which have been incorporated into the February 2023 Referendum Draft of the STNP alongside 13 Minor Modifications as proposed by STC with agreement from SDC.*

The February 2023 Referendum Draft was provided to and received by Sevenoaks District Council's Cabinet on 9<sup>th</sup> February 2023. The decision to approve the STNP as modified for Referendum was publicised on 10<sup>th</sup> February 2023, and the **Referendum date announced for 4<sup>th</sup> May 2023**. This to coincide with the 2023 District and Parish elections, with the hope that it will encourage a larger number of people to engage with the document and respond to the Referendum.

An Information Statement will be publicised by the District Council 28 working days prior to 4<sup>th</sup> May 2023 to announce the Referendum, and banners to be displayed by Sevenoaks Town Council in the High Street from 9<sup>th</sup> April 2023. Following a count of votes received, and should the Plan receive more than 50% votes in its support, the Plan will be made and become a Statutory document in SDC making planning decisions.

*All documents referenced in this section are available to view via the following link:*  
<https://sevenoaksndp.wordpress.com/>



For more information, please email [planning@sevenoakstown.gov.uk](mailto:planning@sevenoakstown.gov.uk). Alternatively, please visit <https://sevenoaksndp.wordpress.com/blog/>, which posts periodic updates on the STNP and may also be subscribed to for notifications on new posts.

## Speed Indicator Device

Sevenoaks Town Council has invested in a Speed Indicator Device (SID) to be installed and periodically moved between three locations within Sevenoaks Town. The purpose of this device is to reinforce the 30mph speed limit in roads near schools which have been identified by the Town Councillors as being especially prone to speeding. After much debate by the Planning Committee on which roads to prioritise – with the limit allowed being three – the following roads were selected:

- Bradbourne Vale Road near the entrance to the riding school
- St Johns Hill near the Church
- Brittain's Lane near Beaconfields

The St Johns Hill and Brittain's Lane locations have been successfully installed as bi-directional, while the Bradbourne Vale Road location has been set up to face WEST (affecting East-bound traffic as it approaches Knole Academy) due to the site not being viable for Eastern facing infrastructure. The equipment will remain in each of its five allocated positions for 8 weeks each before being moved to the next location. This is in order to comply with traffic sign regulations, and also has the added benefit of limiting the effects of “sign blindness”. Also known as “inattentive blindness”, this can occur when a driver sees the same traffic signs every day, and therefore stops being as aware of and adhering to them.

**The following schedule for when and where the SID will be located is outlined below, and will be reviewed again in January 2024:**

Bradbourne Vale Road facing WEST (affecting East-bound traffic)	15 <sup>th</sup> February 2023 – 12 <sup>th</sup> April 2023
St Johns Hill near Holly Bush Lane NORTH (affecting South-bound traffic)	12 <sup>th</sup> April 2023 – 7 <sup>th</sup> June 2023
St Johns Hill near Holly Bush Lane SOUTH (affecting North-bound traffic)	7 <sup>th</sup> June 2023 – 2 <sup>nd</sup> August 2023
Brittain's Lane by Beaconfields facing NORTH (affecting South-bound traffic)	2 <sup>nd</sup> August 2023 – 27 <sup>th</sup> September 2023
Brittain's Lane by Beaconfields facing SOUTH (affecting North-bound traffic)	27 <sup>th</sup> September 2023 – 22 <sup>nd</sup> November 2023
Bradbourne Vale Road facing WEST (affecting East-bound traffic)	22 <sup>nd</sup> November 2023 – 17 <sup>th</sup> January 2024

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

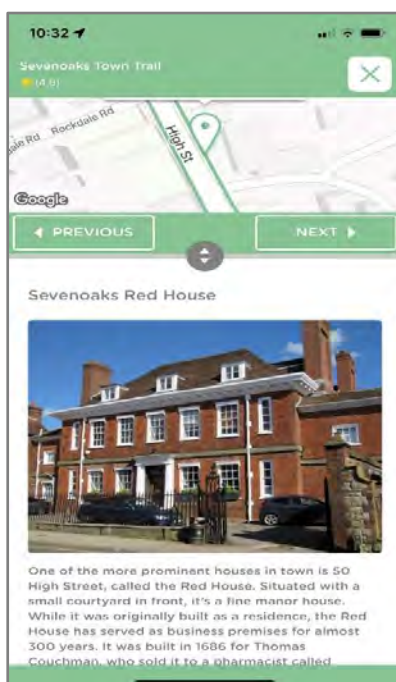
### Town Team Projects 2022

#### High Street Safaris



These interactive digital trails are provided for families to have fun, and at the same time encourage pedestrians into the town centre to visit town centre shops and leisure facilities. Three trails have been run over the last 12 months and about 250 people took part in each.

#### Sevenoaks Town Trail



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

The trail is on the TrailTale app which is free to use attraction. The trail requires promotion from time to time and presently has been downloaded 269 times.

## Bus back advertising

To encourage people, post-pandemic, to come into the town again, these posters could be seen all around the area covered by the Go Coach bus company. The adverts have been refreshed and are now promoting the three Sevenoaks markets.



## London advertising



To promote the town further afield during the summer of 2022 a campaign was run at Charing Cross underground station using this image.



## Sevenoaks Business Awards

Sevenoaks hosts an annual Business Awards celebration, which in 2022 was held in the newly opened Bat & Ball Centre. It is the centrepiece of the business year in the town, and well supported by both sponsors and competing businesses.





## Public Realm Improvements

A survey of the town centre identified more than 400 public assets, the vast majority of which were in very poor condition.

Funded mostly by Sevenoaks Town Council with contributions in kind from the District Council and the County, a major overhaul was undertaken with the painting of more than 80 blue lamp posts, belisha beacons and traffic signs, and 50 black bollards; washing of the town's white railings and lampposts; cleaning of the granite fountain and drinking trough; renewal of bins; refurbishment of six road name signs, and some road markings were refreshed.

The scheme was completed in the week before the judging of the National Finals in the Britain in Bloom competition 2022.



## Sevenoaks Business Show

This is another annual event which has now been held twice at the Bat & Ball Centre. Around 30 businesses take part and the majority plan to return in 2023.





## Vegan Markets



As well as Sevenoaks' three traditional markets which are held each week, post-pandemic vegan markets were introduced too. Each event attracts more than 30 stalls. They are held in Vine Gardens, which provides the opportunity for live music to be played on the bandstand. Future Vegan markets are going to be held each spring and autumn with the next one already planned for 1<sup>st</sup> April 2023.

## Best dressed window



Competitions were held in 2022 for the Platinum Jubilee and Christmas. These competitions generate a great deal of interest, and many businesses take part. For the Jubilee, of the 126 town centre shops, restaurants etc., 82 were decorated.



## Holly Party



The Town Team recognised that, in 2022, businesses could find it hard to fund Christmas staff parties and hence created a low-cost shared Christmas party. The Holly Party was priced at just £12 with a street food van providing meals in the £8-10 price range. Feedback was very encouraging, and another is planned for 2023.

## Wayfinding Scheme



The directional signage in Sevenoaks is very poor so the Town Team is leading a project to address that. The broad parameters and matters to consider have been identified and a detailed scheme is now being designed. It is expected that, subject to successful funding applications, the scheme will be implemented during 2023.



## 18. Summary

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

**The Town Council continues to be more people orientated than simply providing facilities. Examples of this include the Warm Spaces for people who need it, collection and donations of coats, Forget-Me-Not-Café, free children's entertainment during school holidays, and progressing the application for Town of Sanctuary, demonstrating support for refugees.**

**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 get in touch with us. Please see the front page for contact details.**



# Functions & Facilities provided by Sevenoaks Town Council

## Precept

Sevenoaks Town Council's total revenue budget for the 2023/24 financial year is £1,954,749 per annum. The average Band D house would pay £139.17 per annum equating to £2.68 per week.

## 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*
- MUGA (Multi Use Games Area)
- 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 x1, Bradbourne Vale Road x2, London Road x2, 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 L Ancrum	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 Dr 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 eg. to contact Councillor Eyre, the email address would be: Cllr.eyre@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)





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

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**General information**

**Trustees**

Nicholas Busvine OBE, Chairman

Elisabeth Ancrum (appointed 18 June 2022)

Keith Bonin

Sue Camp

Merilyn Canet

Tony Clayton

Victoria Granville-Baxter

Roderick Hogarth

Rachel Parry

Richard Parry

Robert Piper

Simon Raikes

Claire Shea (Vice-Chairman)

Edward Waite (resigned 26 February 2022)

**Company registered number**

07090305

**Charity registered number**

1137420

**Registered Office**

London Road

Sevenoaks

Kent TN13 1ZZ

**Bank**

Natwest plc

67 High Street

Sevenoaks

Kent TN13 1LA

**Auditor**

Crowe U.K. LLP

Riverside House

40-46 High Street

Maidstone

Kent ME14 1JH

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**STAG COMMUNITY ARTS CENTRE**

**(A Company limited by guarantee)**

**CHAIRMAN'S STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2022**

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For a third year, The Stag's annual report to you and to the Charity Commission has been impacted by the commercial and operational limitations created by the pandemic and the restrictions put in place by the Government. 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 or on-going, we send our thoughts and best wishes to you, your families and your friends.

The Stag, along with all theatres and cinemas was finally allowed to re-open on July 19th 2021 after partially re-opening on 17th May. This report covers the financial situation between 1st April 2021 and 31st March 2022, but it would be wrong for me not to comment on our activities later in 2022 looking at the gradual recovery in visitor numbers as the year continued.

The staff, led by Andrew Eyre have continued to work incredibly hard to keep in contact with our current hirers, develop new hirers for the future and enhance the range of films shown in Sevenoaks. It has been an incredible performance by Andrew and the team to keep the Stag show on the road – and the people of Sevenoaks owe them a massive debt of gratitude.

I also want to give my heartfelt thanks once again to our ticket buying public. It is a testament to the level of local support for the Stag that so many local people continue to help us keep arts and culture alive in Sevenoaks. But I am bound to say that post-pandemic attendance levels are not yet where they need to be.

Visits to the cinema have gradually increased since we first reopened in July 2021, when initially numbers were 55% down from pre-pandemic levels. This reflects the slow and cautious public return to theatre and cinema (and other hospitality venues) across the country and represents a continuing red flag warning to the people of Sevenoaks about The Stag's long-term viability. Numbers have slowly recovered but still remain around 35% lower than pre-pandemic levels. When one also takes into account wider economic factors affecting all of us, the risk remains of failing to achieve the rate of recovery we need, putting the survival of The Stag in the balance once again.

The concerns last year that paid-for video streaming services would replace first showings in cinemas have faded a little. The new situation remains nuanced, with the traditional film houses continuing to support independent cinemas by providing a theatrical release window before releasing new films on-line or to streaming services. The new film creators and distributors (principally Amazon and Netflix) continue to spend very large sums creating and distributing new content only some of which is seen on the big screen in cinemas.

I am glad to see the success of many of the theatrical shows which choose The Stag as their preferred venue and it is clear that many of the people of Sevenoaks continue to relish an evening out with friends or family. As with the cinema, the recovery remains somewhat sporadic and slow. However, we continue to attract many hirers and promoters across many genres, which I hope bodes well for the future. Though it need hardly be said that the simple truth of it is that all hospitality venues – and The Stag is no different – need the support of people visiting and buying tickets if they are to remain viable.

In spite of all the challenges we face, Jamie Alexander Wilson produced a truly brilliant pantomime of Treasure Island featuring Melissa Jacques (the star of the London and Los Angeles productions of "Everybody's talking About Jamie"), the ever-present Silly Billy and enhanced by the graphical wizardry of Simon Cossons.

I also wanted to comment on the Stag Youth Theatre's work following the lifting of pandemic restrictions which has gone on to be even bigger and better with drama and film groups covering all ages from eight to eighteen. The play-writing course which started during lockdown and which provided such a creative release to its members has become an annual Halloween Festival which delivered excellent entertainment in October 2021 and repeated that success in 2022. . The Film in a Week courses continue to sell out and produce excellent professional films which have their premières in the Stag Cinema.



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

**CHAIRMAN'S STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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When we set out to re-invigorate The Stag in 2009, we promised to keep ticket money and hirer booking fees safe and secure – something which hadn't happened with previous custodians of The Stag. Despite the unexpected pandemic-related upheavals we have endured, that promise we made as Trustees has been kept. During the lockdowns we returned more than £250,000 to hirers and ticket holders. We were also very grateful to receive so many donations to ensure the survival of The Stag for the people of Sevenoaks. It gives me enormous pleasure to acknowledge once again the sources of grant funding and donations that have kept The Stag afloat during challenging times. The Trustees are grateful to them all.

<b>Donations made to The Stag</b>	<b>2020-2021</b>	
Government (theatre)	£444,395	(plus £211,908 in 2021-2022)
Government (Furlough Scheme payments)	£209,402	(plus £65,275 in 2021-2022)
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 & Enovert Grants)
Government (cinema)	£9,800	
Gift	£2,000	
Friends of Stag	£2,500	
HMRC Gift Aid	£6,000	
Sevenoaks District Council	£25,000	

Every pound donated to The Stag means a better chance of survival – and the continued provision of theatre shows, cinema and meeting facilities to the people of Sevenoaks and beyond, which is our charitable commitment to the people of Sevenoaks.

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

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

The enforced closure of The Stag as a result of the pandemic therefore came as a cruel blow. Thanks to the local community and central government support, we have weathered the immediate Covid storm. As we emerge from this global health crisis, our overriding aim will be to reinvigorate the successful business model that has served us so well, while retaining the managerial flexibility to respond to any lasting changes in social behaviour that the pandemic may have engendered. I am glad to report that in 2021 we returned to providing our mix of first-run film release films for everyone, young or old, family or friends. In particular, of course, we are proud that nearly 90% of the films we showed this year were aimed at families or at those who want to explore more challenging and sophisticated artistic themes.

Our cinema sales up to March 2022 continue to be reduced compared with pre-pandemic times and whilst theatre bookings by hirers continue at a high level the response of customers to watch those shows has been variable.

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

**CHAIRMAN'S STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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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.

	2022	2021
Turnover	£1,064,023	£1,027,453
Net (expenditure)/income (before transfers)	-£43,034	£ 84,170
Contribution from/(to) Project Reserves	£48,153	-£ 80,000
<b>Operating Surplus</b>	<b>£5,119</b>	<b>£ 4,170</b>
Funds at 31 March 2022	£332,671	£375,705
Available Project Reserve funds after ongoing commitments for improvements to the building	£175,106	£223,259

Thanks to the donations made so generously by the people of Sevenoaks and through the Culture Recovery Fund, we have been able to complete the following projects:

- The Stag Plaza refurbished with new equipment, new doors and re-decoration.
- Refurbished and replaced the foyer toilets, upper foyer toilets and the basement ladies toilet
- Updated the architectural lighting in the Stag Plaza to LED
- Refurbished the Limelight Meeting room with A/V equipment and coffee facilities
- Upgraded our foyer and upper foyer marketing displays to digital screens
- Installed WiFi throughout the building
- Re-wired the computer network
- Replaced the last of the 1984 and 1991 worn out carpeting
- Refurbished the top floor meeting room
- Made some longstanding building repairs and improvements

Our developing Stag Arts Festival was a casualty of closure in 2020, but successfully returned in September 2021 with dance, drama, film and musical with Peter Pan. We organised The Stag's Town Takeover in 2021 and at the time of writing again in 2022 although our third Stag Arts Festival unfortunately had to be cancelled.

The Stag is one of the features that makes Sevenoaks such an interesting and unique town for us all. The Stag's reputation as a community arts facility with a broad offering continues to spread.

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

Youth activities and community support are central planks of what The Stag does in Sevenoaks. I welcome you to study this annual report for 2021-2022 and very much hope that you will again return to visiting The Stag to see the many music, drama, dance and other events in the theatre, our cinemas and the Plaza which are already booking into our schedules through 2022 and into 2023. I am even told we are taking bookings into 2024 and 2025

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

**CHAIRMAN'S STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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I am proud to advise that a long-standing plan to put solar panels on the large and South-facing roof spaces at The Stag is beginning to take shape. You have seen in the last couple of years the phenomenal level of grants which Andrew's team has managed to secure. Applying for these is not the work of a moment, they involve a huge amount of time in completing the necessary forms and formulating a compelling case for support. Without these grants, we would have lost The Stag – so, we all owe Andrew and the team an enormous thank you.

I ask that you consider a night out at The Stag with perhaps a meal in town as an accompaniment to the entertainment. Last year, I committed to working as hard as possible to keep The Stag open and I am glad and proud to tell you not only that The Stag remains open and a key part of Sennockian life but that if we work at it, there is every reason to be confident about The Stag's future. I and the other Trustees remain absolutely committed to ensuring that The Stag continues to fulfil its charitable aims.

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

But I must conclude that we continue to face a real challenge. Operating full-time means full cost and, in this early stage of our recovery, The Stag's operating income from its activities is not yet sufficient to cover operating costs and there is a continued reliance upon donations and grants. As Christmas approaches, now is the time to support your local theatre and cinema (and your local pub and restaurant) by buying tickets and helping us all to survive, generate the buzz around town we had before the pandemic struck and ensure the services we have had in Sevenoaks remain secure for us all to enjoy in the future.

**Nicholas Busvine OBE, Chairman**

29th November 2022

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

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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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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 2022. 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;
- (ii) Retaining a valuable social and leisure facility for both performers and audiences;
- (iii) Working to try and enable the development of youth services both in performing arts and Youth Outreach services;
- (iv) Retaining an iconic building in the town and preserving the street scene.



**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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Activities for this financial year (2021-2022) continue to be affected by the commercial impacts of pandemic lockdowns. Until Government restrictions were finally completely lifted on 19th July 2021, The Stag had been completely closed for 336 days. However the commercial path to recovery and the return to pre-pandemic visitor numbers remains a long and slow one.

The Stag has continued towards its charitable aims even during periods of Government restrictions. The underlying charitable and artistic aims for The Stag, its Trustees and its staff have not changed since it re-opened in 2009 - providing facilities for hundreds of events of all types, providing a focus for local groups and a location for national and touring groups to perform for the people of Sevenoaks. During restrictions and when permitted we provided facilities for young people and since then 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. A strong outcome from that support during lockdown has been the creation of a Youth Theatre writers group which then performed that new writing of 11 new plays on the main stage in October 2021. The success of this creative outlet for young people means we will continue this scheme in 2022 and our thanks go to Simon Cossons and the Stag Youth Theatre.

SYT (the Stag Youth Theatre) and the Stag's Youth Outreach provision are now well established. The Stag has not received any identified grant money specifically to support youth based activities since 2015. The Charity has continued to build on the early year successes when those grants were available and continues to provide from its own revenues both reduced pricing for local state school performances and some limited support for youth groups. The Stag principally provides facilities now for two youth groups (RARE Productions and the Stag Youth Theatre) and although we were unable to mount it in 2021, The Stag's Arts Festival. SYT provides drama, play-writing and film-making courses. We welcomed back, post-pandemic, RARE with their production of Peter Pan in October. During the pandemic and as we emerged from those restrictions, youth activities were allowed and encouraged.

The cinema continues to show first run films on their date of national release alongside our continuous development of Stag Select live transmissions, cult, classic films and specialised films such as the increasingly popular art documentary shows which allow close up examination of pictures and artifacts in 4K high definition - often allowing a better view than would be possible in the museum itself. We also provide facilities for a variety of private hire & community users. The Stag has also enabled locally made films to be shown as part of the 'Film in a Week' original output from the Stag Youth Theatre. External donors, grant bodies and the Friends of Stag continue to provide financial and support through benefit in kind. We welcome offers of help, grants and bequests to help the work of The Stag in its charitable objectives.

The large number of cafes available in the town meant that it wasn't possible to re-open the Stag Café post-pandemic. The space is used for meetings and events during the day and as a bar in the evening. The Bar continued to operate in the evening during theatre events when it is manned by volunteers.

The Trustees once again thank both our staff and our enthusiastic group of volunteers without whom the Stag could not operate so well. As the theatre gradually re-opened the volunteers also came back to help and post-pandemic we have welcomed a number of new volunteers to the team. 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. We particularly want to once again thank Chris Holgate who continues to paint everything in sight, fabricate shelves and other work to make The Stag shine and work better all around. Staff and volunteers are two sides of the same coin providing the individual service to customers and hirers.

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**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 are carried out as funds are available.

The Stag began to re-open, post-pandemic restrictions, on 17th May and finally without capacity restrictions on 19th July. The careful and hard work by the marketing and events teams during the lockdowns meant that we remained in contact with our theatre and Plaza hirers waiting for restrictions to be lifted. This meant we were prepared and our hirers were ready to return. The return of customers to see films and shows was less controllable and much slower. This creates a commercially difficult situation for hirers which rely on ticket sales for their income. The Stag's work has always been to provide excellence in facilities and services so that hirers are successful in their shows - and then return to The Stag providing the successful provision of our charitable objectives. As time has passed, audiences have begun to slowly return but still remain below pre-pandemic levels.

The Stag has continued its aims to improve the facilities provided to hirers and customers.

- The Stag Plaza refurbished with new equipment, new doors and re-decoration.
- Refurbished and replaced the foyer toilets, upper foyer toilets and the basement ladies toilet
- Updated the architectural lighting in the Stag Plaza to LED
- Refurbished the Limelight Meeting room with A/V equipment and coffee facilities
- Upgraded our foyer and upper foyer marketing displays to digital screens
- Installed WiFi throughout the building
- Re-wired the computer network
- Replaced the last of the 1984 and 1991 worn out carpeting
- Refurbished the top floor meeting room
- Made some longstanding building repairs and improvements

***Theatre***

In this financial year (2021-2022) The Stag alongside cinemas and theatres across the country began to re-open post-pandemic as restrictions were relaxed. It remains a difficult period commercially across the country as the public remain reluctant to return. However the reputation of The Stag in providing excellence in facilities and services remains and we continue to enjoy strong relationships with many promoters and individual bands. We look forward to the return to our stage of our local groups such as Sevenoaks Entertainers, Kentish Opera and Sevenoaks Players.

The Stag continues to be thankful to the Government which provided survival and long-term viability funding over the pandemic lockdowns. Donations from local councils and importantly generous donations from the people of Sevenoaks meant The Stag was able to continue and complete its refurbishment of the theatre and its equipment. Following the work done during the pandemic shutdowns, The Town Council and the Charity have now invested nearly £1.3M in capital improvements to the building since 2009. Hirer feedback for the facilities and service – both technical and front of house service provided at the Stag Theatre continues to be strong and positive with many new companies beginning to use the excellent on-stage and backstage facilities The Stag provides.

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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***Cinema***

Cinema distributors have followed through on their commitment to provide new content and in particular the block buster films which most attract larger audiences. The release (finally) of the latest Bond film (No Time to Die) plus the latest in the Spiderman franchise (No Way Home), the Spielberg re-make of West Side Story and the family films Sing 2 and Peter Rabbit 2 provided the biggest sellers at The Stag.

The Stag continued to provide its Stag Select strand of specialist event performances with numerous National Theatre shows such as Leopoldstadt and The Book of Dust, along with many other genres such as the London stage version of Cole Porter's Anything Goes and Branagh's Romeo and Juliet. We also re-introduced and extended our strand of specialist art films with films on Frida Kahlo and Raphael plus introducing the New York Metropolitan Opera with their shows of Carmen and Porgy & Bess. We also showed live concert films from the Doors and the Beatles.

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. We have returned to showing first-run films 7 days per week 52 weeks per year providing family friendly and local service & facilities with excellent value.

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

We continue to show our current films as Parent & Baby / Autism friendly screenings where the lights are 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 started providing sub-titled films more regularly. We have continued to provide booster seats for our customers (mainly small children but also some small adults!) in our cinemas.

***Stag Plaza***

The Stag Plaza is an increasingly popular choice providing superb low cost value and a flexible space for hirers and customers for all forms of shows covering meetings, music and drama. The Stag Plaza remains available for training seminars, community and business meetings.

***Bars & Kiosks***

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

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

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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

***Marketing***

The Stag has replaced its in-house poster displays with TV adscreens in both the main foyer, the upper foyer and linking spaces. These can display static pictures and GIFs as well as video content. We have returned to printing a bi-monthly What's On brochure with distribution to local shops and supermarkets. We continue to look for areas of marketing where printed materials work best but concentrate on social media and direct regular email contact.

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.

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

We will continue to strive for greater income from 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. This has gradually re-opened and increased its availability.
- Provided the facility for professional film making courses where original 20-minute feature films created and made by young people are shown at the The Stag's cinemas.
- Supported six local schools to perform at The Stag.



**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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***Volunteers***

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

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

***Fundraising, Sponsorship, Grants and Bequests***

Income via fundraising, sponsorship and grants has taken place plus special collections and donations, the use of gift aid and tax effective giving schemes. The Stag doesn't at present use bucket collections but does have a cash and card-tap donation facility in the 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

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

This general income enables more refurbishment to be carried out and new equipment to be sourced. We also receive donations of goods and equipment from external donors and benefit in kind donations from other organisations such as our technical partner H2 Productions. 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 and continue our aim to complete the replacement of The Stag's 30-year old gas boiler system and to install solar panels.

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 2021/22 into its general fund towards general operational costs.

**Structure, Governance and Management**

***Governing Document***

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

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

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**TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 MARCH 2022**

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***Trustees***

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

Nicholas Busvine OBE (Chairman)

Claire Shea (Vice-Chairman)

Keith Bonin

Sue Camp

Merilyn Canet

Tony Clayton

Victoria Granville-Baxter

Roderick Hogarth

Rachel Parry

Richard Parry

Robert Piper

Simon Raikes

Edward Waite (resigned 26 February 2022)

***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 2022 there were twelve members each of which guarantee to contribute £10 in the event of the Charity ceasing to operate.

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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***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.

***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
- Sencio Leisure Centre
- Sevenoaks Chamber of Commerce
- Sevenoaks Chronicle and other local media
- Sevenoaks Lions
- Sevenoaks Round Table
- Sevenoaks Theatre Productions
- Sevenoaks TownTeam
- Sevenoaks Visual Arts Forum

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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***Pay policy for senior staff***

The directors make up 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.

***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 £43,034 (2021 - surplus of £84,170). The impact of COVID19 continued to adversely affect this financial year and to some extent has continued to have an impact on operations into the new financial year. A combination of reserves, grants and donations were used to support the Stag Community Arts Centre until normal operations resumed in July 2021 and beyond as we began to recover. The aim is to return to previous successful operations and reconsolidate the financial position for future growth.

The Stag Community Arts Centre earned 68% (2021 - 7%) 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 32% (2021 - 93%) of income was raised through external grants and donations, the biggest single contribution of which came from the Arts Council's Culture Recovery Fund.

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

***Reserves Policy***

Reserves are needed to cover short term falls in day to day operational cashflows and to cover unplanned emergency repairs and other expenditure. Prior to COVID19, the Trustees considered the ideal level of reserves required to mitigate the above would be £53,201, which equates to 5% of turnover, and £50,000 to cover unplanned emergency repairs. In light of recent events the Trustees plan to review the adequacy of this policy for the future and will update it accordingly.



**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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The Unrestricted General Reserves balance at the year-end amounts to £237,896 (2021 - £273,952) of which £78,153 was utilised in the year towards the boiler replacement project which saw all the original boilers in the building replaced. The balance held within the General Dilapidations Fund of £175,106 has been retained for future projects and also assists with the working capital required for the normal day to day operations and for any unplanned emergency repairs. Since the year end these reserves continue to be used to help support the Stag until customer confidence is fully returned. The grants received from the Arts Council Fund of £211,908 (2021- £444,395) from the Sevenoaks Town Council of £27,000 (2021 - £152,000) and from the Sevenoaks District Council of £6,000 (2021 - £25,000) have been instrumental in maintaining the sustainability and viability of the Stag along with the continued generosity of public donations. All together these funds have ensured the survival of the Stag in this unprecedented time.

The Designated Reserve Balance at the year end amounts to £94,755 (2021 - £101,733) of which £54,755 has been utilised to purchase fixed assets and £40,000 has been set aside for the cinema projector fund.

Restricted funds arise from donations and grants received from third parties to be utilised towards specific projects. During the year the Charity utilised £65,275 (2021 - £209,402) from the Government Coronavirus Job Retention Scheme towards the staff costs of employees that had been furloughed throughout the year. A grant of £1,000 was received from Astor of Hever towards the cost of replacing the toilet facilities and a further grant of £1,000 was received from Kent County Council towards the annual Stag Town Takeover event held throughout the town in the summer of 2021.

#### **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.

#### **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 £332,651 (2021 - £375,685) at the balance sheet date, cash balances of £438,318 (2021 - £318,174) and no long term borrowings. The board has reviewed the cashflow forecast for the next twelve months in conjunction with future bookings. The Stag has built up cash reserves which will cover up to six months of operations and in the event that further Government restrictions lay ahead The Stag should be able to continue as a going concern until they are subsequently 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 29th November 2022 stating this. The board is therefore confident that on the basis of information provided to it and which show the current situation in the UK and in the entertainment sector that they are content that The Stag remains a going concern.

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

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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**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.

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 29th November 2022 and signed on their behalf, by:

**Nicholas Busvine OBE**, Chairman

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

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

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**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 2022 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 2022 and of the group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

**Basis for Opinion**

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

**Conclusions relating to going concern**

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

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

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

**Other information**

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

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

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

We have nothing to report in this regard.

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

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

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

**Matters on which we are required to report by exception**

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

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

- the parent company has not kept adequate accounting records; or
- the parent company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

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

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



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

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

We have been appointed as auditor under section 151 of the Charities Act 2011 and under the Companies Act 2006 and report in accordance with the Acts and relevant regulations made or having effect thereunder.

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

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

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

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

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

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

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

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

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

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

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

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

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

**STAG COMMUNITY ARTS CENTRE**  
**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**  
(including consolidated income and expenditure account)  
**YEAR ENDED 31 MARCH 2022**

		2022					2021
		Restricted	Unrestricted		Restricted	Unrestricted	Total
	Notes	£	£	£	£	£	£
<b>INCOME</b>							
Arts Council Fund Grant		-	211,908	211,908	-	444,395	444,395
Coronavirus Job Retention Scheme		65,275	-	65,275	209,402	-	209,402
Donations	3	2,000	61,472	63,472	19,012	283,935	302,947
<i>Income from charitable activities:</i>							
Operation of community arts centre	4	-	162,738	162,738	-	23,799	23,799
<i>Income from other trading activities:</i>							
Commercial trading operations	2	-	560,597	560,597	-	46,769	46,769
Investment income	5	-	33	33	-	141	141
<b>TOTAL INCOME</b>		67,275	996,748	1,064,023	228,414	799,039	1,027,453
<b>EXPENDITURE</b>							
<i>Cost of raising funds:</i>							
Commercial trading operations		-	499,580	499,580	-	44,295	44,295
Operation of community arts centre	6	67,275	540,202	607,477	228,414	670,574	898,988
<b>TOTAL EXPENDITURE</b>		67,275	1,039,782	1,107,057	228,414	714,869	943,283
<b>NET (EXPENDITURE)/INCOME BEFORE TRANSFERS</b>		-	(43,034)	(43,034)	-	84,170	84,170
Transfers between funds		-	-	-	-	-	-
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		-	(43,034)	(43,034)	-	84,170	84,170
<b>RECONCILIATION OF FUNDS</b>							
Total funds at 31 March 2021		20	375,685	375,705	20	291,515	291,535
<b>TOTAL FUNDS AT 31 MARCH 2022</b>		20	332,651	332,671	20	375,685	375,705

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 27 to 39 form part of these financial statements.

**STAG COMMUNITY ARTS CENTRE**  
**CONSOLIDATED BALANCE SHEET**  
**AS AT 31 MARCH 2022**  
**Company number 07090305**

	Notes	2022 £	2021 £
<b>Fixed Assets</b>			
Intangible assets	14	-	-
Tangible assets	15	<b>116,204</b>	<b>137,703</b>
		<hr/>	<hr/>
		<b>116,204</b>	<b>137,703</b>
		<hr/>	<hr/>
<b>Current Assets</b>			
Stock		<b>5,694</b>	<b>3,902</b>
Debtors	17	<b>71,301</b>	<b>208,589</b>
Cash at bank and in hand		<b>438,418</b>	<b>318,174</b>
		<hr/>	<hr/>
		<b>515,413</b>	<b>530,665</b>
		<hr/>	<hr/>
<b>Current Liabilities</b>			
Creditors: amounts falling due within one year	18	<b>(298,946)</b>	<b>(292,663)</b>
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		<b>216,467</b>	<b>238,002</b>
		<hr/>	<hr/>
<b>NET ASSETS</b>		<b>332,671</b>	<b>375,705</b>
		<hr/>	<hr/>
<b>FUNDS</b>			
Restricted funds	19	<b>20</b>	<b>20</b>
Designated funds	19	<b>94,755</b>	<b>101,733</b>
Unrestricted funds	19	<b>237,896</b>	<b>273,952</b>
		<hr/>	<hr/>
		<b>332,671</b>	<b>375,705</b>
		<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 29th November 2022

**Nicholas Busvine OBE**, Chairman

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



**STAG COMMUNITY ARTS CENTRE**  
**CHARITY BALANCE SHEET**  
**AS AT 31 MARCH 2022**  
**Company number 07090305**

	Notes	2022 £	2021 £
<b>Fixed Assets</b>			
Intangible assets	14	-	-
Tangible assets	15	<b>116,204</b>	<i>137,703</i>
Investment	16	<b>100</b>	<i>100</i>
		<hr/>	<hr/>
		<b>116,304</b>	<i>137,803</i>
		<hr/>	<hr/>
<b>Current Assets</b>			
Stock		<b>5,694</b>	<i>3,902</i>
Debtors	17	<b>71,301</b>	<i>208,589</i>
Cash at bank and in hand		<b>438,318</b>	<i>318,074</i>
		<hr/>	<hr/>
		<b>515,313</b>	<i>530,565</i>
		<hr/>	<hr/>
<b>Current Liabilities</b>			
Creditors: amounts falling due within one year	18	<b>(298,946)</b>	<i>(292,663)</i>
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		<b>216,367</b>	<i>237,902</i>
		<hr/>	<hr/>
<b>NET ASSETS</b>		<b>332,671</b>	<i>375,705</i>
		<hr/>	<hr/>
<b>FUNDS</b>			
Restricted funds	19	<b>20</b>	<i>20</i>
Designated funds	19	<b>94,755</b>	<i>101,733</i>
Unrestricted funds	19	<b>237,896</b>	<i>273,952</i>
		<hr/>	<hr/>
		<b>332,671</b>	<i>375,705</i>
		<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 (deficit)/surplus of the parent company for the year was £(43,034) (2021: £84,170).

The financial statements were approved and authorised for issue by the trustees and were signed on its behalf on 29th November 2022.

**Nicholas Busvine OBE**, Chairman

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

**STAG COMMUNITY ARTS CENTRE**  
**STATEMENT OF CASH FLOWS AND CONSOLIDATED STATEMENT OF CASH FLOWS**  
**YEAR ENDED 31 MARCH 2022**

	Notes	Group		Charity	
		2022 £	2021 £	2022 £	2021 £
<b>Cash used in operating activities</b>	23	<b>129,555</b>	<b>(60,242)</b>	<b>129,555</b>	<b>(60,242)</b>
<b>Cash flows from investing activities</b>					
Interest income		33	141	33	141
Purchase of intangible fixed assets		-	-	-	-
Purchase of tangible fixed assets		(9,344)	(43,773)	(9,344)	(43,773)
<b>Cash provided by (used in) investing activities</b>		<b>(9,311)</b>	<b>(43,632)</b>	<b>(9,311)</b>	<b>(43,632)</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>120,244</b>	<b>(103,874)</b>	<b>120,244</b>	<b>(103,874)</b>
Cash and cash equivalents at the beginning of the year		318,174	422,048	318,074	421,948
<b>Total cash and cash equivalents at the end of the year</b>		<b>438,418</b>	<b>318,174</b>	<b>438,318</b>	<b>318,074</b>

**ANALYSIS OF CHANGES IN NET DEBT**

	At 1 April 2021 £	Cash Flows £	Other non- cash changes £	At 31 March 2022 £
<b>Group</b>				
<b>Cash and cash equivalents</b>				
Cash	318,174	120,244	-	438,418
Cash equivalents	-	-	-	-
<b>Total</b>	<b>318,174</b>	<b>120,244</b>	<b>-</b>	<b>438,418</b>
<b>Charity</b>				
<b>Cash and cash equivalents</b>				
Cash	318,074	120,244	-	438,318
Cash equivalents	-	-	-	-
<b>Total</b>	<b>318,074</b>	<b>120,244</b>	<b>-</b>	<b>438,318</b>

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

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2022**

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**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 £332,651 (2021 - £375,685) at the balance sheet date, cash balances of £438,318 (2021 - £318,074) 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 2022**

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**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.



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**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 £6,579 (2021 - £6,251).

**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.

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**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>2022</b>	<i>2021</i>
	<b>£</b>	<i>£</i>
Turnover	<b>560,597</b>	<i>46,769</i>
Cost of sales and administration costs	<b>(499,580)</b>	<i>(44,295)</i>
<b>Profit for the financial year</b>	<b>61,017</b>	<i>2,474</i>
Distribution - Gift Aid	<b>(61,017)</b>	<i>(2,474)</i>
<b>Profit for the financial year after distribution</b>	<b>-</b>	<i>-</i>
<b>Aggregate share capital and reserves</b>	<b>100</b>	<i>100</i>

**3 Donations**

	<b>2022</b>	<i>2021</i>
	<b>£</b>	<i>£</i>
Donations from Trusts, Foundations and Councils	<b>63,472</b>	<i>302,947</i>

The income from donations was £63,472 (2021 - £302,947) of which £2,000 (2021 - £19,012) was restricted and £61,472 (2021 - £283,935) 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 Funds</b>	<i>Unrestricted Funds</i>
	<b>2022</b>	<i>2021</i>
	<b>£</b>	<i>£</i>
Performance and Hire	<b>111,481</b>	<i>10,684</i>
Community Cinema	<b>11,574</b>	<i>4,529</i>
Bars and Catering	<b>31,866</b>	<i>5,584</i>
Youth Outreach	<b>7,817</b>	<i>3,002</i>
	<b>162,738</b>	<i>23,799</i>

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**5 Investment income**

All of the Charity's investment income of £33 (2021 - £141) arises from money held in the Charity's interest bearing deposit account.

**6 Analysis of expenditure on charitable activities**

	Theatre Performance and Hire	Cinema	Youth Outreach	Bars and Catering	2022 Total	2021 Total
	£	£	£	£	£	£
Direct staff costs	138,933	42,359	-	9,852	191,144	391,835
Other direct costs	10,368	32,476	-	21,855	64,699	46,166
Depreciation	30,305	465	-	73	30,843	32,585
Governance	12,250	-	-	-	12,250	13,120
Support Costs	173,358	78,768	6,031	50,384	308,541	415,282
	<b>365,214</b>	<b>154,068</b>	<b>6,031</b>	<b>82,164</b>	<b>607,477</b>	<b>898,988</b>

Expenditure on charitable activities was £607,477 (2021 - £898,988) of which £67,275 (2021 - £228,414) was restricted and £540,202 (2021 - £670,574) was unrestricted.

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

**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 Performance and Hire	Cinema	Youth Outreach	Bars and Catering	2022 Total	2021 Total
	£	£	£	£	£	£
Costs	(365,214)	(154,068)	(6,031)	(82,164)	(607,477)	(898,988)
Hire and ticket sales	111,481	11,574	6,031	-	129,086	18,215
Food and drink sales	-	-	-	31,865	31,865	5,584
Net cost funded from other income	(253,733)	(142,494)	0.11	(50,299)	(446,525)	(875,189)

**8 Analysis of support costs**

	Theatre Performance and Hire	Cinema	Youth Outreach	Bars and Catering	2022 Total	2021 Total
	£	£	£	£	£	£
Establishment expenses	126,835	32,840	2,938	23,640	186,253	279,775
Wages and salaries	34,168	39,363	2,330	21,363	97,224	87,439
Other staff costs	666	354	41	169	1,230	1,857
General office costs	11,689	6,211	722	5,212	23,834	46,211
	<b>173,358</b>	<b>78,768</b>	<b>6,031</b>	<b>50,384</b>	<b>308,541</b>	<b>415,282</b>

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

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

**9 Analysis of governance costs**

	<b>Unrestricted Funds 2022 £</b>	<i>Unrestricted Funds 2021 £</i>
External auditor remuneration	12,250	13,120
	<u>12,250</u>	<u>13,120</u>

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

	<b>2022 £</b>	<i>2021 £</i>
This is stated after charging:		
Depreciation	30,843	32,561
Amortisation	-	25
Auditor's remuneration		
Audit fees for current year	10,000	10,000
Audit fees for subsidiary undertaking	<u>2,500</u>	<u>2,500</u>

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

	<b>2022 £</b>	<i>2021 £</i>
Wages and salaries	443,972	447,633
Social security costs	27,496	25,389
Pension costs	<u>6,579</u>	<u>6,251</u>
	<u>478,047</u>	<u>479,273</u>

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

The key management personnel of the Charity comprise the Trustees, the Chief Executive Officer, The Chief Financial Officer, 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 £133,846 (2021 - £133,292).

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.



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

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

**12 Staff numbers**

The average monthly head count was 34 staff (2021 - 37 staff) and the average monthly number of full time equivalent employees (including casual and part time staff) during the year were as follows:

	<b>2022</b> <b>Number</b>	<i>2021</i> <i>Number</i>
Operations	<b>13</b>	<i>15</i>
Finance	<b>3</b>	<i>3</i>
Events and Marketing	<b>5</b>	<i>5</i>
	<b><u>21</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 2021	1,518
Additions	-
Disposals	<u>(1,518)</u>
At 31 March 2022	<u>-</u>
<b>Amortisation</b>	
At 1 April 2021	1,518
Amortisation expense	-
Disposals	<u>(1,518)</u>
At 31 March 2022	<u>-</u>
<b>Net book value</b>	
<b>At 31 March 2022</b>	<u>-</u>
<i>At 31 March 2021</i>	<u>-</u>

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

	Leasehold improvements £	Venue Fittings & Equipment £	Total £
<b>Cost</b>			
At 1 April 2021	86,795	299,259	386,054
Additions	-	9,344	9,344
Disposals	-	-	-
<b>At 31 March 2022</b>	<b>86,795</b>	<b>308,603</b>	<b>395,398</b>
<b>Depreciation</b>			
At 1 April 2021	41,523	206,828	248,351
Charge for the year	8,913	21,930	30,843
Disposals	-	-	-
<b>At 31 March 2022</b>	<b>50,436</b>	<b>228,758</b>	<b>279,194</b>
<b>Net Book Value</b>			
<b>At 31 March 2022</b>	<b>36,359</b>	<b>79,845</b>	<b>116,204</b>
<i>At 31 March 2021</i>	<i>45,272</i>	<i>92,431</i>	<i>137,703</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**

	Group		Charity	
	2022 £	2021 £	2022 £	2021 £
Trade debtors	5,496	15,001	5,496	15,001
Other debtors	2,579	35,063	2,579	35,063
Prepayments and accrued income	63,226	158,525	63,226	158,525
	<b>71,301</b>	<b>208,589</b>	<b>71,301</b>	<b>208,589</b>

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

	Group		Charity	
	2022 £	2021 £	2022 £	2021 £
Trade creditors	35,779	49,526	35,779	49,526
Taxation and social security costs	18,543	9,593	18,543	9,593
Other creditors	185,626	75,435	185,626	75,435
Accruals and deferred income	58,998	158,109	58,998	158,109
	<b>298,946</b>	<b>292,663</b>	<b>298,946</b>	<b>292,663</b>

**STAG COMMUNITY ARTS CENTRE**  
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**19 Analysis of charitable funds**

**Analysis of movements in unrestricted funds**

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

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

	Funds 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Funds 31 March 2021 £
General Fund	45,325	799,039	(698,671)	(95,000)	50,693
General Dilapidations Fund	143,259	-	-	80,000	223,259
Designated Cinema Projector Fund	20,000	-	-	15,000	35,000
Designated Property Assets Fund	82,931	-	(16,198)	-	66,733
	<b>291,515</b>	<b>799,039</b>	<b>(714,869)</b>	<b>-</b>	<b>375,685</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**  
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**Analysis of movements in restricted fund**

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

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

	Funds 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Funds 31 March 2021 £
Fixed asset donations	20	-	-	-	20
CJRS claims	-	209,402	(209,402)	-	-
Outside door replacements	-	9,706	(9,706)	-	-
Covid 19 health and safety	-	9,306	(9,306)	-	-
	20	228,414	(228,414)	-	20

**Name of restricted fund**

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

Fixed asset donations	Donations received from the Friends of Stag and other third parties that have been used to purchase specific fixed assets.
CJRS claims	Grants received from HMRC through the Coronavirus Job Retention Scheme for the purpose of covering furloughed employees wages and salaries costs.
Toilet refurbishment grant	Grant received from Astor of Hever towards the cost of replacing toilet facilities.
Stag Town Takeover grant	Grant received from Kent County Council towards the cost of the annual Stag Town Takeover event held throughout Sevenoaks Town in the summer.
Outside door replacements	Grants received from Theatre Trust and Ibstock Enovert towards the cost of replacing the outside doors to the Stag Plaza.
Covid 19 health and safety	Grant received from BFI towards the cost of making the premises compliant with the Government's Covid 19 health and safety requirements.

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**20 Analysis of net assets between funds**

**Group**

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

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

**Group**

	Restricted funds	Unrestricted funds	Total funds
	£	£	£
Fixed assets	20	137,683	137,703
Current assets	-	530,665	530,665
Current liabilities	-	(292,663)	(292,663)
	<u>20</u>	<u>375,685</u>	<u>375,705</u>

**Analysis of net assets between funds**

**Charity**

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

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

**Charity**

	Restricted funds	Unrestricted funds	Total funds
	£	£	£
Fixed assets	20	137,783	137,803
Current assets	-	530,565	530,565
Current liabilities	-	(292,663)	(292,663)
	<u>20</u>	<u>375,685</u>	<u>375,705</u>



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**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 (2021 - £152,000) to the Charity towards general operational costs. 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 (2021 - £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 £61,017 (2021 - £2,474) of which £61,017 was outstanding at 31 March 2022 (2021 - £2,474).

There were no other outstanding balances with related parties as at 31 March 2022 (2021 - £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).

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

	<b>Group</b>		<b>Charity</b>	
	<b>2022</b>	<b>2021</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Net movement in funds	<b>(43,034)</b>	84,170	<b>(43,034)</b>	84,170
Add back amortisation charge	-	25	-	25
Add back depreciation charge	<b>30,843</b>	32,561	<b>30,843</b>	32,561
Deduct interest income shown in investing	<b>(33)</b>	(141)	<b>(33)</b>	(141)
Decrease/(increase) in stock	<b>(1,792)</b>	2,968	<b>(1,792)</b>	2,968
Decrease/(increase) in debtors	<b>137,288</b>	(171,108)	<b>137,288</b>	(171,108)
Increase/(decrease) in creditors	<b>6,283</b>	(8,717)	<b>6,283</b>	(8,717)
Net cash used in operating activities	<b>129,555</b>	(60,242)	<b>129,555</b>	(60,242)

**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.