



NOTICE OF TWENTY-SECOND ANNUAL GENERAL MEETING
TO BE HELD ON THURSDAY 23 NOVEMBER 2023 AT 7.30PM
VIA ZOOM
www.tinyurl.com/SSFagm2023

AGENDA

1. **Chairman's opening remarks**
2. **To note the minutes of the twenty-first AGM (see Note 1)**
3. **To receive the Report & Accounts for 2023 (see Note 1)**
4. **To elect Honorary Officers for the current year (see Notes 2 & 4)**
5. **To elect Ordinary Members of the Organising Committee (see Notes 3 & 4)**
6. **To appoint an Honorary Independent Examiner (see Note 5)**
7. **Any other business:**
 - a. **Comments on Festival 2022**
 - b. **Discussion re 2024 and future years**
 - c. **Other**

NOTES

1. Copies attached.
2. The Honorary Officers and present holders are:
Chairman & Treasurer - Ray Russell; **Secretary** - Audrey Franks;
each of whom, being eligible, offers himself or herself for re-election.
3. The Constitution provides for the Organising Committee to comprise the Honorary Officers and up to six members elected at the Meeting. The Committee elected at last year's AGM comprised the present Officers and John Levett, who seeks re-election.
4. Nominations for Chairman, Secretary, Treasurer or member of the Organising Committee must be submitted to the Secretary by 21 November 2023 with confirmation of consent from the nominee.
5. We need to appoint a new Independent Examiner.
6. All Members, Patrons and Friends are entitled to attend and vote at the Meeting or may appoint one or more proxies to attend and vote on their behalf. A proxy need not be a Member. Proxies must be appointed in writing and notice of their appointment lodged with the Secretary by 21 November 2023.

On behalf of the Organising Committee
Audrey Franks
Secretary
29 October 2023

Sevenoaks Summer Festival
Minutes of the Twenty-First Annual General Meeting
held on Zoom on Thursday 24 November 2022

Present:

Committee: Ray Russell (RR), Audrey Franks (AF), John Levett (JL)

Representatives: Sue Day (Sevenoaks Three Arts), Caroline Harrison (Green Street Blues), John Mills (Volunteer), John Power (Volunteer Co-ordinator), Jonathon Riley (Volunteer), Lynn Short (Bitesize Drama), Roberta Ware (Frances Jones)

Apologies: None

1. Chairman's Opening Remarks

RR welcomed everyone and thanked them for joining the meeting. He noted that, although the meeting was technically inquorate, it would continue, acknowledging that any decisions taken could be open to challenge.

He explained that the sad loss of our Treasurer, Simon Harris, means that we are currently a committee of three.

Festival 2022 lost £7.5k due to a mixture of reasons including reduced sponsorship and unexpectedly low ticket sales. It was unclear whether this was due to continuing Covid-related concerns or the financial situation, but the committee considered that next year is unlikely to be very different and has decided not to hold a Festival in 2023, in the hope that the situation might have improved for 2024. A Biennial Festival may be the way ahead.

2. Minutes of the twentieth AGM held on 15 December 2021 were received and noted.

3. Report & Accounts for 2022

The report and accounts for 2022 were received and noted. The financial outcome was a loss of £7.5k. Votes of thanks to RR for taking on the role of Treasurer and compiling the accounts and to Mark Lowton for his examination were recorded.

Thanks were also expressed to those that sponsored Festival - in particular, Sevenoaks Town Council, Kent County Council and Sevenoaks District Arts Council.

4. To elect Honorary Officers for the current year

In the absence of any further nominations, JL proposed that the present officers be re-elected *en bloc*; carried unanimously: RR - Chairman & Treasurer; AF - Secretary.

5. To elect Ordinary Members of the Organising Committee

In the absence of any further nominations, RR proposed that JL be re-elected an Ordinary Member of the Organising Committee - carried unanimously.

RR recorded our thanks to John Power who will continue in his role of Volunteer Co-ordinator.

6. To Appoint an Honorary Independent Examiner

Proposed by RR, seconded by AF, all in favour, Richard Baxter was elected Honorary Independent Examiner from 2023.

7. Any Other Business

a. Comments on Festival 2022

Brochure was missed but a reduced-sized leaflet had been produced.

Others reported reduced ticket sales for recent concerts.

b. Discussion of thoughts and proposals for 2023 and future years

Those present understood the reasons for not running a Festival in 2023 and supported the decision.

Festival 2024 is likely to run from Saturday 22 June to Sunday 7 July and, after that, may run biennially.

The mini brochure could be produced and distributed in future years.

The committee will consider the use of our website and Facebook page to advertise community events during Summer 2023.

c. Other

No other matters were raised.

The meeting closed at 20:20



Report & Accounts

For the year ended 31 August 2023

Sevenoaks Summer Festival

Report of the Organising Committee

For the year ended 31 August 2023

We decided to forgo a Festival in 2023 on the basis that the underlying conditions that had brought about the significant financial loss on our own promotions, including Festival Fair, in 2022, had not improved.

Consequently, the following accounts represent primarily:

- the receipt of bank interest and subscriptions from Members and Friends
- payments for insurance, website maintenance and our own membership subscriptions
- tidying-up of items related to prior years

The outcome is a net deficit for the year of £254, reducing our reserves to £23,228 at year-end.

We plan to use those reserves to hold a Festival next year from Sat 22 June to Sunday 7 July.

We'll build the Festival around Community Groups and, depending on how many volunteers we can attract to help with pre-Festival tasks, include as many of the usual features as we can, including Festival Fair, Festival Flags, Grand Prize Draw and a sprinkling of professional/celebrity events, with the Finale at Sevenoaks School's Pamoja Hall on Sunday 7 July.

Our rough timetable is as follows:

- Open application process: 1 November 2023
- Close application process: 29 February 2024
- Process applications 1-31 March 2024 and
- Publish Events page on website and begin distribution of printed brochure in early-April
- Put the flags out early June

Messages to that effect have been sent to our various stakeholders and posted on our website.

Following the untimely death of Simon Harris, our Organising Committee now comprises just me, Audrey Franks and John Levett and **we need help!!**

I want to step back a wee bit so please let me know if you, or somebody you know, would like to join the team that makes Festival happen

Signed on behalf of the Committee by:



Ray Russell
Chairman

25 October 2023

Sevenoaks Summer Festival

Profit and Loss Account

For the year ended 31 August 2023

	Notes	2023	2022
		£	£
Income			
Subscriptions	2	325	3,142
Grants utilised	3	0	6,037
Income from Festival events (including sponsorship)		0	14,672
Bank interest and Prize Draw income (net)		160	1,379
Total Income		485	25,230
Expenditure			
Publicity	4	153	6,927
Expenditure on Festival Events		0	26,392
Administrative Costs	5	666	713
Total Expenditure		799	34,031
Net Operating Deficit (Surplus)		(334)	8,801
Prior year items			
Provision for PRS	6	80	1,440 (177)
Net Deficit for year		(254)	(7,538)

Balance Sheet

As at 31 August

	NOTES	2023	2022
		£	£
Net Assets			
Bank and Cash		23,546	23,949
add: Debtors	7	62	70
less: Creditors and Advance Receipts	8	(380)	(537)
Total Net Assets		23,228	23,482
Reserves			
Promoted Professional Events Reserve		10,000	10,000
Publicity, Administration & General Reserve		13,228	13,482
Total Reserves		23,228	23,482

Sevenoaks Summer Festival

Notes to the Financial Statements

For the year ended 31 August 2023

1. Accounting Policies

Basis of preparing the financial statements

The statement has been prepared on an accruals basis and under the historical cost convention.

The costs of new flags, flagpoles, banners, pull-up and other display materials are written off in the year of purchase. Amounts paid by flag sponsors in respect of future years are shown within Creditors - see Note 7.

2. Subscriptions	2023	2022
Individuals (incl Friends)	325	385
Companies and Organisations (incl. Participants*)	0	2,757
Subscriptions	325	3,142
<ul style="list-style-type: none">Net of card company's charges		

3. Grants - 2022

Sevenoaks Town Council (STC) £5,037 (includes £37 brought forward from 2021)	0	5,037
Kent County Council – Cllr Streatfeild's discretionary fund	0	500
Sevenoaks District Arts Council	0	500
Grants	0	6,037

4. Publicity

Leaflet & poster Printing	0	768
Web-site Design, Hosting & Maintenance	153	246
Advertising and Marketing	0	4,793
New banners	0	995
Festival Flags (net of sponsorship)	0	126
Total Publicity	153	6,927

5. Management and Administration

Audit & Accountancy fees	0	276
General Expenses (2022 - including purchase of card-reader)	31	119
Subscription and Insurance	615	318
Total Management and Administration	646	713

6. Prior year items

Flag sponsorship receipt not included in 2022 accounts (2022 - Payments to performers not accrued in 2021 accounts)	150	(310)
Debtor from 2022 written off (2022 - Amounts written back from 2019 as no longer due)	(70)	1,750
Net total of prior year items	80	1,440

7. Debtors

Bank interest due (2022 – sponsorship outstanding)	62	70
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8. Creditors and Advance Receipts

Flag sponsorship prepaid for future years	360	360
Payments due to Creditors	20	177
Total Creditors and Advance Receipts	380	537

9. Benefits in Kind

Included within the Income and Expenditure figures above is a total amount of £0 (2022 - £3,276), being the assessed value of facilities provided to Festival at no cost and recognised as Sponsorship or Patronage. Not included in the above Statement of Financial Activities is the value of goods, services and facilities provided free of charge by volunteers, including committee members and associates.



Sevenoaks Summer Festival

The Festival in its present form was constituted on 2 November 2001 with the following objectives:

“to promote, maintain, improve and advance education by the encouragement of the arts and to formulate, prepare and establish schemes therefore, in particular, but not solely, an annual festival of the arts in and around the town of Sevenoaks.”

We aim to showcase the breadth and diversity of local arts activities, augmented by professional events, continuing a tradition begun by Sevenoaks School in 1970.

Organising Committee

Ray Russell (Chairman & Treasurer)

Audrey Franks (Secretary)

John Levett (Publicity)

Volunteers & Brochure Distribution

John Power

Prize Draw Organiser

Kay Thorne

Website: www.sevenoaksfestival.org.uk

Facebook: <https://facebook.com/sevenoaksfest>

Twitter: @sevenoaksfest

Emails: admin@sevenoaksfestival.org.uk

Postal Address:

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