



Releasing potential in the community

St Clement & St James  
Community Development Project  
(A company limited by guarantee and a registered charity)

# REPORT AND FINANCIAL STATEMENTS

For the year ended  
31 AUGUST 2020

Company number: 2677427  
Charity number: 1009253

95 Sirdar Road • London • W11 4EQ • 020 7221 8810

**Letter from the Chairman  
Julian Knott**

It has been a year of two halves. Until March, we were delivering our services as normal at our thriving Centre. Then, due to Covid-19 restrictions, we had to adapt our programmes and operations and delivered all of our services remotely for the remainder of the academic year. In these unprecedented times, the doors of The ClementJames Centre closed for the very first time since its founding, but we remained open and available to all our students and clients online and over the phone. Since September, we have begun to deliver our children and young people's programme and some limited adult education at the Centre again, however all of our other programmes are still being offered remotely.

We are very conscious that the recent Covid-19 pandemic has affected our community in many different ways and therefore increased the need for our services. Our team of staff and volunteers have been working tirelessly to support our clients and students throughout the pandemic and I am proud to report that their enthusiasm and dedication has continued to shine despite everyone working remotely for such a long time. On behalf of the trustees, I would like to express my gratitude to our dedicated staff and volunteers who have been so committed all the way through the pandemic. Thanks to them, The ClementJames Centre remains a place of belonging and support. The feedback from our students and clients is truly heart-warming and all the motivation we need.

The support of our funders and donors has also been amazing. It is so encouraging to see how they buy in to the different programmes we offer. On behalf of the whole team at ClementJames, I would like to say a big thank you to all our funders and supporters.

The trustees have continued to meet on a regular basis, becoming all too familiar with Zoom. This year, we welcomed Rev'd Gareth Wardell to the board, the new incumbent of the parish of St Clement and St James. He has already made many contributions, strengthening our vital connection with the parish.

As we look to the future, in the short term our focus is on ensuring that we can continue to provide support for our community. It is not yet clear how 2021 will unfold but with all the uncertainty and hardship, we know that our help is needed more than ever. We are mindful that Covid-19 will continue to make life more difficult for many people. We need to be there for our community, and for each other, no matter what life throws at us.

Julian Knott

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**Year ended 31 August 2020**

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**REPORT OF THE TRUSTEES**  
**Year ended 31 August 2020**

The trustees present their report and audited financial statements for the year ended 31 August 2020.

**Reference and Administrative Information**

**Charity Name:** St Clement & St James Community Development Project  
**Working Name:** The ClementJames Centre (hereafter referred to as 'the charity')  
**Governing Document:** The company was established under Memorandum and Articles which established the objects and powers of the charitable company on 30.05.1985, as amended by Special Resolution on 27.09.2005.

**Charity Number:** 1009253

**Company Number:** 2677427

**Registered Office and Operational Address:** 95 Sirdar Road, London W11 4EQ

**Trustees**

Adekunle Awodele  
 Vanessa Casey  
 Belinda Davie  
 Manuel de Souza Girão  
 Joanna Gardner  
 Julian Knott Chairman  
 Setor Lassey  
 Sophia Lewisohn  
 Richard Ryan  
 Katherine Soanes  
 Rev'd Gareth Wardell\* Vicar of St Clement & St James Parish

\* Appointed 15.05.2020

**Audit & Risk Committee**

Setor Lassey (Chair)  
 Joanna Gardner  
 Richard Ryan

**Fundraising & Development Committee**

Katherine Soanes (Chair)  
 Belinda Davie  
 Julian Knott and Sophia Lewisohn

**Investment Committee**

Manuel de Souza Girão  
 Belinda Davie  
 Richard Ryan

**Capital Development Committee**

Joanna Gardner (Chair), Adekunle Awodele, Belinda Davie, Manuel de Souza Girão

**Nominations & Remuneration Committee**

Julian Knott (Chair)  
 Belinda Davie  
 Sophia Lewisohn  
 Katherine Soanes

**Development Board**

Rachael Bradford	Suzie Campbell	Alyona Kadatskaya
Isobel Carter	Jennie Dalton	and members of the
Lady Julia Higgs	Eva Rice	Fundraising &
Carolyn Johnston	Lesley Swain	Development
Richard Payne	Viola Procovio	Committee

**Senior Management Team**

Clare Richards MBE	Chief Executive
Silke Mehrgott	Chief Operations Officer
Esther Pickering	Chief Programmes Officer (maternity cover)
Hannah Starr	Chief Programmes Officer (maternity leave)

**Senior Leadership Team**

Lauren Best-Shaw	Hub Manager
Leo Reid	Fundraising Manager
Joanie Woodcock	IntoUniversity Centre Leader
Nicola Millbery	Adult Learning Manager

**REPORT OF THE TRUSTEES - continued**  
**Year ended 31 August 2020**

**Bankers**

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ  
Barclays Bank, Westmoreland House, Scrubs Lane, London NW10 6AH  
CCLA Investment Management Limited, The CBF Church of England Funds, 80 Cheapside, London EC2V 6DZ

**Covid-19 Response**

Although we had to close the doors of The ClementJames Centre for several months, from the very first day of lockdown we continued to support the community. With many people losing their jobs and applying for benefits and children and parents struggling with home-schooling – we ensured that we adapted our services to meet the needs of the community, including:

- Offering a full timetable of 14 adult learning courses online
- Making weekly pastoral calls to hundreds of children and young people who attend our homework club in addition to supporting them with their schoolwork and setting them challenges
- Offering an online curriculum for children who had not been provided with enough schoolwork
- Offering mentoring via video call
- Providing hundreds of employment support appointments over the phone or via video call
- Providing hundreds of advice & guidance appointments over the phone or via video call
- Providing opportunities for people to come together as a group through online coffee mornings and carnival arts and creative holiday courses for both adults and children
- Hosting an online exhibition of student's creative work
- Creating a pack of resources to support people with their mental health
- Organising food deliveries
- Making regular welfare checks to our most vulnerable clients
- Simplifying and distributing government information

Although we have been able to offer more one-to-one appointments over the past year than ever before and have offered a range of additional services, some of the workshops and activities that we deliver in partnership with schools and universities were cancelled due to Covid-19 restrictions.

**Grenfell Tower fire and Grenfell United**

The ClementJames Centre is situated in Sirdar Road, adjacent to the Grenfell Tower and serves nearly 3,000 local residents each year, including more than 1,700 children, many of whom will have been directly or indirectly affected by the disaster in June 2017. Because of its long history of community service over several decades, local people instinctively identified The ClementJames Centre as a place where they could find practical and compassionate care.

Not long after the fire, a group of survivors meeting at The ClementJames Centre founded Grenfell United, an organisation which seeks to represent survivors and bereaved families affected by the Grenfell Tower fire. During 2018 and 2019 The ClementJames Centre acted as a custodian of funds for Grenfell United, regularly monitored by the Charity Commission. This arrangement ended on 5 November 2019. See also page 12 for more detail on the charity's response to the Grenfell Tower fire and related activities.

## **REPORT OF THE TRUSTEES - continued**

### **Year ended 31 August 2020**

## **Structure, Governance and Management**

### Governing Document

The charity is a company limited by guarantee, incorporated on 14 January 1992 and registered as a charity on 13 March 1992. The company is established under a Memorandum of Association which sets out the objects and powers of the charitable company and is governed under its Articles of Association. The charity operates under the working name of The ClementJames Centre.

### Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law. The trustees who served up to the date of this report are set out on page 4. The Report of the Trustees is the Directors' Report in accordance with s.415 of the Companies Act 2006. The trustees are the only members of the company, and are each liable for a maximum of £1 in the event of the winding up of the charity.

The board of trustees consists of the incumbent of the Parish of St Clement Notting Dale and St James Norlands; not more than four persons appointed by the Parochial Church Council; and such other person/s as the trustees may appoint by ordinary resolution. The board aims to be representative of the community as a whole and to ensure that it has available a broad range of skills and expertise amongst its trustees.

The board carries out an annual audit of the trustees to ensure a broad range of skills, that members of the local community and users of the charity are represented, and to identify the need for new trustees (due to vacancies or having decided that one or more new trustees with specific skills are needed to help run the charity more effectively). Having agreed the skills and experience needed, the trustees consider the best method of attracting desirable candidates and agree a process for recruitment that complies with the governing document. The Nominations Committee receive CVs, shortlist candidates and conduct interviews. Successful candidates are invited to join the trustees, subject to references and approval by the full trustee board.

### Trustee Induction and Training

An information pack about the organisation is sent to new trustees, including their duties and the organisation's expectations of them, and a full induction process is arranged. New trustees meet existing trustees, key members of staff and volunteers and are introduced to the charity's work and programmes. All trustees are offered training to develop their abilities and competence. Staff and trustees (where possible) attend an annual 'Vision Day' to evaluate existing services, set targets for future provision and develop strategic objectives. This year, the Vision Day was cancelled due to lockdown occurring days before it was due to be held.

### Risk Management

During the year the trustees have reviewed the significant risks to which the charity is exposed and the means by which these risks are either removed, managed or controlled. These risks range from internal operational risks (e.g. staff and governance, safeguarding, financial risks etc.) to external risk (macroeconomic, political, reputational etc.). In addition, this year's risk assessment includes risks emerging from the current Covid-19 pandemic. The trustees are

**REPORT OF THE TRUSTEES - continued**  
**Year ended 31 August 2020**

satisfied that all major risks have been identified, that awareness of these risks is the single most effective way to manage them, and that appropriate internal controls are in place to manage the charity's exposure. Below is a summary of the key categories of risk faced by the charity and the steps taken to mitigate such risks.

Risk Identified	Action to mitigate risk
<p><b>Financial</b> (core operating costs &amp; capex / major expenditure / impact of Covid-19 on funding)</p>	<ul style="list-style-type: none"> <li>• Emphasis on importance of charity to support those most affected by current crisis</li> <li>• Ongoing monitoring by SMT and board of fundraising progress</li> <li>• Budget maximises cost efficiencies and includes contingency for unforeseen Covid-19 related costs</li> <li>• SMT and Trustees to regularly monitor development of cost base and fundraising position</li> <li>• Trustee board to take effective action to manage cost escalation should the income position underperform</li> <li>• Seek alternative funding sources and new funders to mitigate risk from future potential challenging fundraising</li> <li>• All capex projects will be fully funded before work begins and work above £5k requires board approval</li> <li>• If we need to make costly repairs to the main building, will first investigate insurance cover, then seek funding. If critical then consider funding via reserves however this requires board approval and alternative funding sources should be applied for.</li> <li>• Any additional costs must be approved by CEO and Trustee Board</li> <li>• Liaise with other local supporting agencies in order to ensure the local need is met</li> <li>• Utilise resources provided by partners</li> <li>• Continue to actively seek new sources of funding to diversify income base</li> <li>• Maintain a good relationship between the ClementJames IU programme and the rest of the IU network</li> <li>• Maintain a good relationship with the local authority</li> <li>• Continue and seek to develop diverse funding base across government, corporates and other donors</li> </ul>
<p><b>Political</b></p>	<ul style="list-style-type: none"> <li>• Continue to secure best practice accreditations for our service and ensure the local authority is aware of our services through publicity.</li> <li>• Maintain close relationships with key local authority stakeholders</li> <li>• Attend regular steering groups and boards to keep up-to-date with developments in the borough</li> <li>• Invite local authority staff to our centre to meet our beneficiaries and see our projects in action</li> <li>• Remain aware of provision and quality of competitor offerings in the market to ensure we are well placed relative to our peers</li> <li>• Implement a positive marketing strategy to continue to tell story across key stakeholders</li> </ul>

**REPORT OF THE TRUSTEES - continued**  
**Year ended 31 August 2020**

<p><b>Service Quality and Delivery</b></p>	<ul style="list-style-type: none"> <li>• Maintain high quality provision meeting any targets required</li> <li>• Regularly seek feedback on provision from funders / donors, users and other stakeholders in local community</li> <li>• Continue to be a preferred provider of solutions to key challenges in the local community within our mandate</li> </ul>
<p><b>Staffing, volunteers and Governance</b></p>	<ul style="list-style-type: none"> <li>• Develop and provide diversity and inclusion training for new joiners and regular refreshers for all staff</li> <li>• Establishment of a permanent D&amp;I role at SMT level (Chief Safeguarding and Strategy Officer)</li> <li>• Establish D&amp;I focussed Trustee oversight role</li> <li>• Ensure recruitment practices and ongoing recruitment review incorporates strategies to address under-representation</li> <li>• Continue to analyse equal opportunities data collected and analysed during recruitment process to identify focus areas</li> <li>• Trustees provided with D&amp;I updates and training</li> <li>• Ensure staff are aware of and have access to the staff handbook and procedures</li> <li>• Consider and implement additional steps to assess staff health and wellbeing due to remote working</li> <li>• Monitor staff absences due to Covid-19 to ensure that staff are supported and to identify and anticipate operational issues</li> <li>• Continue to provide regular professional staff support</li> <li>• Consider staff cover options and flexibility around delivery should CJ experience significant staff absences due to Covid-19</li> <li>• Continue to assess how the Charity will respond to an outbreak of Covid-19 on site and have in place the necessary protocols</li> </ul>
<p><b>Legal, Health &amp; Safety, Safeguarding and Reputational</b></p>	<ul style="list-style-type: none"> <li>• Preparation of Covid-19 Site Risk Assessment to identify risks at the centre, and to set out mitigations to address identified risks</li> <li>• Preparation of Personal Risk Assessments to identify risks for individuals or their concerns, and to set out mitigating steps</li> <li>• Continue home working arrangements for staff wherever possible and practical</li> <li>• Continue remote delivery of large majority of adult services for as long as necessary</li> <li>• Extensive hygiene measures introduced</li> <li>• Ongoing review of government guidance and best practice</li> <li>• Obtain external professional and legal advice as required</li> <li>• Maintain liability insurance</li> <li>• Ensure flexibility in staff arrangements for staff members that are high risk or have personal circumstances which make them higher risk (e.g. caring for vulnerable dependents)</li> <li>• Maintain up to date Safeguarding policy and regularly review</li> <li>• Appoint a Safeguarding Manager, Deputy Designated Safeguarding Leads and a Trustee to act as a coordinator on Safeguarding</li> <li>• All staff, volunteers and Trustees are regularly updated and trained</li> <li>• All staff, volunteers and Trustees will be DBS checked</li> </ul>



**REPORT OF THE TRUSTEES - continued**  
**Year ended 31 August 2020**

	<ul style="list-style-type: none"> <li>• Ensure appropriate governance, oversight and reporting to Trustees</li> <li>• Ensure appropriate systems and controls to mitigate key risks (including anti bribery and corruption) with internal training</li> <li>• Ensure organisation operates within all legal obligations and requirements</li> <li>• Review data protection policies to ensure compliance with General Data Protection Regulation</li> <li>• Regular provision of data protection training for all staff</li> <li>• Ensure policies regarding data protection are adhered to by staff</li> </ul>
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Organisational Structure

During the year the board met seven times (including two additional meetings at the beginning of the first Covid-19 lockdown); these meetings also include members of the charity's staff as appropriate. The role of the board is to provide oversight of the charity's activities, including planning, approval of annual budgets, review of results and provision of general support to the chief executive and her staff. The day to day running of the charity is carried out by the permanent staff, with support from volunteers and under the leadership of the chief executive, Clare Richards, who reports directly to the chairman and the board.

Relationship with the IntoUniversity charity

The **IntoUniversity** charity ('IntoUni') started its first year of independent operation in 2007. The new charity grew out of the **IntoUniversity** work of The ClementJames Centre and was established by two of its trustees. **IntoUniversity** Head Office is based in offices rented from the parish at 95 Sirdar Road, London, W11. The ClementJames Centre has the right to appoint at least one and no more than three trustees to the board of **IntoUniversity**. These are currently Sophia Lewisohn and Clare Richards. **IntoUniversity** now has 30 centres in Birmingham North, Bow, Brent, Brighton, Bristol East, Bristol South, Brixton, Clacton-on-Sea, Coventry, East Ham, Hackney Downs, Hackney South, Hammersmith, Haringey, Islington, Kennington, Leeds East, Leeds Extension, Leeds South, Liverpool, Manchester, North Kensington, Nottingham Central, Nottingham West, Nottingham East, Oxford, Southampton, Walworth and Weston-super-Mare. **IntoUniversity** contributed £190,000 towards the **IntoUniversity** programme at The ClementJames Centre from 1 September 2019 to 31 August 2020. The **IntoUniversity** work of the charity is therefore affiliated to, and receives grants from **IntoUniversity**, but remains under the governance of The ClementJames Centre and the management of The ClementJames Centre's chief executive. **IntoUniversity** refers to the **IntoUniversity** programme at The ClementJames Centre as **IntoUniversity** North Kensington.

Relationship to the Church

The ClementJames Centre was established by the Parochial Church Council of the Parish of St Clement and St James to provide support in the wider community. The Centre benefits from extensive premises that are leased from the diocese and the Parochial Church Council of the Parish of St Clement and St James. The Incumbent of the Parish of St Clement and St James is a member of the Board of Trustees.

Volunteers

The trustees would like to thank the dedicated volunteers, of whom there are over 150. These volunteers provide a vital service in a range of activities from regularly assisting students during

**REPORT OF THE TRUSTEES - continued**  
**Year ended 31 August 2020**

Academic Support sessions to mentoring our adult clients. We are particularly grateful to the many volunteers who continued to support the charity during the Covid-19 lockdown, helping to organise food deliveries, tutoring our children and young people via video call and giving interview practice at our virtual Interview Skills Days.

Public Benefit

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

**Objectives and Activities**

The objectives of The ClementJames Centre, as stated in the Memorandum and Articles are:

- a) To advance the education of the inhabitants and in particular of children and young people within the parish of St Clements Nottingdale St James Norlands or any united parish comprising St Clements Nottingdale St James Norlands and any other ecclesiastical parish associated with or added to them (hereinafter called "the parish");
- b) To relieve poverty among the inhabitants and in particular among the children and young people within the parish;
- c) To relieve the needs of the elderly within the parish;
- d) To provide or assist in the provision of facilities for the recreation and other leisure time occupation of the inhabitants of the parish and in particular of those who have need of such facilities by reason of their youth, age, infirmity or disablement, poverty, or social and economic circumstances in the interests of social welfare and with the object of improving their conditions in life.

The Main Activities of The ClementJames Centre

The ClementJames Centre is an award-winning charity that empowers the community to release its potential through education, employment and wellbeing support in one of London's most disadvantaged areas. It targets children, young people and adults most at risk of failing to meet their potential to go onto higher education or employment, and helps them to achieve more by improving their use of English, helping them to learn and providing them with personalised guidance and support. The charity reduces isolation, poverty and unemployment through three aligned programmes and the provision of a community hub and garden:

**1. Adult Learning**

We support adults to improve their English, Maths and ICT skills. This gives our students the confidence and knowledge to help them succeed and strengthens their place in the community. We offer a wide range of Functional Skills courses and intensive literacy and numeracy support.

**The problem the Adult Learning programme addresses:**

- Pre-Entry English courses are not offered by colleges.
- Many local adults learning English as an Additional Language ("EAL") are intimidated by formal learning environments.
- Many local EAL adults are struggling to interact with their community, their children's school, the doctor etc.

## **REPORT OF THE TRUSTEES - continued**

### **Year ended 31 August 2020**

- Many local EAL adults have had negative learning experiences in the past.
- Over 1,400 local residents do not speak English at all or have a very limited grasp of the language.

#### **What the Adult Learning programme offers:**

- **Functional Skills English classes** Accredited Functional Skills English (“FSE”) courses from Entry-Level 1 to Level 2 enable and encourage progression and lead to a recognised language qualification. Classes maintain a high staff to student ratio to cater for individual needs. The focus of FSE classes is to provide individuals with the English language skills necessary to integrate fully into their workplace and community and to fulfil their potential.
- **Functional Skills Maths classes** Accredited Functional Skills Maths courses from Entry Level to Level 1 enable learners to gain a recognised Maths qualification and often support learners who did not gain these qualifications when in mainstream education.
- **Functional Skills ICT classes** Accredited Functional Skills ICT courses from Entry Level 3 to Level 1 support learners to develop their ICT skills and help improve learners’ employability.
- **Sunday Classes** Two Functional Skills English classes, from low level to intermediate level, and one ICT class are held on Sundays to allow domestic workers to participate.
- **Community Learning Classes** A wide range of courses offer a number of preparation options to get learners ready for Functional Skills qualifications.
- **One-to-one literacy and numeracy support** When appropriate, students can benefit from intensive one-to-one English and Maths support by trained staff or volunteers.
- **Advice and Guidance** Students are able to drop in to ask for advice and assistance, for example regarding further education options.

## **2. Children & Young People’s Education**

We help children and young people to learn, flourish and achieve their full potential. This allows them to feel fulfilled and have the opportunities to build the future that they choose. We provide academic support, mentoring, intensive literacy and numeracy support and aspirational activities.

#### **The problem the Children & Young People’s Education programme addresses:**

Young people from Britain’s poorest backgrounds face considerable educational disadvantage:

- They do far less well at school.
- Are less likely to go to university.
- Have little chance of entering the professions.

These young people lack the educational support and aspiration that is often taken for granted in better off homes.

#### **What the Children & Young People’s Education programme offers:**

We provide sustained academic support, motivation and encouragement to give disadvantaged young people a fair chance of realising their full potential. We provide 7-18 year olds with a combination of:

- **Academic Support** School children receive help with homework, coursework, literacy and numeracy from trained tutors. We also offer one-to-one support with GCSE, AS Level, A2 Level and degree options, coursework, revision, exam techniques, UCAS forms, interview techniques and gap years. Academic support raises levels of achievement, increases confidence and motivation, and helps young people re-engage with learning outside school hours.

**REPORT OF THE TRUSTEES - continued**  
**Year ended 31 August 2020**

- **FOCUS provision** Children are given the opportunity to experience the pleasure of learning through an educational activity lasting between a day and a week. The charity takes children on visits to universities thereby introducing them to the idea that university is something to which they might aspire. The Careers in FOCUS and Business in FOCUS programmes introduce the students to a diverse range of careers and skills through workshops led by professionals. Throughout the summer the charity runs a carnival arts programme where children and young people work in partnership with artists, choreographers, musicians, staff and volunteers to design and create their own carnival costumes and performance pieces for the Notting Hill Carnival.
- **Mentoring** The charity works with the University of London and a wide range of other universities. Mentors help the young people with their education as well as their social skills, introducing them to their campus and acting as positive role models, and encourage the young people to think about their futures and raise their aspirations. Some Year 13 students are paired with a mentor from one of our corporate partners. On the mini-mentoring programme known as the Buddy Scheme, trained undergraduates work with Year 8 students, providing hands-on workshops and an insider's view of their campus. The Futures Fast Track scheme runs in conjunction with UBS and provides a group of Year 12s with personal support with their employment skills, through a combination of face-to-face and email support.
- **One-to-one literacy and numeracy support** Children and young people can benefit from intensive one-to-one Maths and English support by trained staff or volunteers to help them catch up with their academic skills, build their confidence and ultimately improve their grades.
- **Summer carnival arts** During the summer holidays we offer a three-week creative arts programme for children and young people, culminating in participation in Notting Hill Carnival.

### **3. Employment Support**

We help people to gain meaningful and sustainable employment. This enables our clients to improve their quality of life, security and independence. We do this through tailored advice and support, mentoring and work skills activities.

#### **The problem the Employment Support programme addresses:**

- There has been an increase in the number of unemployed adults and young people in the area surrounding the centre.
- Over 6,600 local residents do not have any qualifications.
- In our ward of Notting Dale alone, 76% of households suffer from at least one form of deprivation around income, housing, education or health.

#### **What the Employment Support programme offers:**

- **A needs assessment** Identifying transferable skills and training needs.
- **Benefit & work advice** Including potential challenges to work.
- **Job & training search** Identifying long-term job opportunities and sectors where there are job opportunities.
- **Interview, CV and application preparation**
- **Development of personal skills** Including effective timekeeping, communication, presentation (clothing and etiquette), self-confidence, motivation, self-esteem, teamwork, leadership, flexibility & ability to adapt, self-awareness and commitment.

## REPORT OF THE TRUSTEES - continued Year ended 31 August 2020

- **Outreach** Involving employment/training support offered at other local community organisations.
- **Interview Skills Days** Corporate volunteering days to increase clients' confidence and presentation and interview skills.
- **Youth Employment Programme** For 16-24 year olds including one-to-one support and coaching.
- **School's provision** To develop work-place skills and confidence for young people seeking work after leaving school.
- **Adult Mentoring** A three-month long mentoring scheme for adult clients providing additional support covering a wide range of focus areas.

### 4. Wellbeing & Support

We empower people to overcome barriers and challenges and to engage with their own wellbeing. This enables our clients to pursue their goals. We do this through the provision of Information, Advice and Guidance, and wellbeing support and activities.

#### **The problem the Wellbeing & Support programme addresses:**

As many students and clients face a range of barriers affecting their ability to progress, it is not enough for us to limit our services to education and employment support. Some children and adults are facing personal problems that affect their ability to study or find employment, for example problems at school, debt or inadequate housing. Some of our users, children as well as adults, also suffer from low-level mental health problems, most commonly anxiety and depression.

#### **What the Wellbeing & Support programme offers:**

- **Advice and Guidance** on a wide range of issues such as housing, benefits, education, finance and debt.
- **Health and Wellbeing** at the Centre includes activities such as mindfulness, gardening and a weekly Wellbeing Clinic. Our clinic offers certified NADA ear acupuncture, relaxation and health and wellbeing advice. With the support of other organisations we also provide parenting classes and a reading group.
- **Women's Confidence Programme** The Women's Confidence Programme is a six week course which gives local women the opportunity to focus on themselves: their needs, aspirations, and ways in which they can successfully achieve their goals in life.

### 5. Grenfell Tower fire response and related activities

The ClementJames Centre is situated in Sirdar Road, adjacent to the Lancaster West estate, which includes and surrounds Grenfell Tower. Prior to the fire, we supported over 300 families from the estate. Because of its long history of community service, local people instinctively identified The ClementJames Centre as a place where they could find practical and compassionate care.

Since the fire in June 2017, we have continued to provide support to those affected through our regular provision and have provided more intensive support wherever possible. This includes:

- Delivering our Employment Support programme at Grenfell United (the organisation representing many of the survivors and bereaved) two days per week, to provide survivors and bereaved with tailored employment support.

## REPORT OF THE TRUSTEES - continued Year ended 31 August 2020

- Providing intensive literacy and numeracy support to children and young people who have been struggling with their academic work since the fire.
- Employing a Young People's Counsellor to deliver counselling support on-site twice a week.
- Offering young people's creative courses during the holidays, enabling them to come together, support each other and express their feelings
- Extending our weekly drop-in Wellbeing Clinic – providing NADA ear acupuncture, relaxation and health and wellbeing advice with a qualified practitioner.
- Offering regular therapeutic gardening sessions in our beautiful community gardens

We have hosted a number of specialist services on site, such as Crosslight debt advice, Latimer Art Therapists and Child Bereavement UK – Adult and Children workshops.

ClementJames is committed for as long as it takes to serving this community and we will remain a place of care and service.

The charity works closely in partnership with other institutions including primary and secondary schools, universities, cultural institutions, other voluntary sector organisations and corporates.

Other activities that the charity provides for the local community include:

**Community Garden** providing an outdoor recreational space and classroom.

**Support, Guidance & Training** for local organisations and individuals.

**Premises** made available for the use of other community groups.

What distinguishes The ClementJames Centre from the work of many other organisations is that we provide services for the whole family, welcoming every client as an individual and nurturing their potential to achieve and contribute more. We tailor our approach to meet each client's needs – building a package of support that has measurable impact.

### **Achievements and Performance**

In the academic year 2019-2020, the charity supported **1,202** children and young people (2018-19: 1,952) and **1,086** adults (2018-19: 1,103) from its target group. The charity has also been successful in raising sufficient funds both to meet all of its operating costs and to maintain the organisation on a sound financial footing. The principle sources of funding have been the local authority and trusts.

The charity swiftly adapted all its programmes to be delivered remotely at the start of the first Covid-19 lockdown and continued to offer vital support to the community. Although more one-to-one appointments were offered over the past year than ever before and a range of additional services were introduced in response to the pandemic, some of the workshops and activities that are delivered in partnership with schools and universities were cancelled due to Covid-19 restrictions.

Despite the Covid-19 lockdown and subsequent limitations on in-person delivery, during the academic year 2019-2020:

### **Adult Learning**

- **250** students completed a course on the Adult Learning Programme throughout the year (2018-19: 312). **79%** of students achieved the course outcomes.
- **All** students also received Information, Advice and Guidance upon enrolment.
- **32** adult learning courses were offered throughout the year, providing accreditation to the majority of students and increasing employment and further education opportunities.
- **86%** of learners on our accredited English courses achieved their accreditation and **98%** of learners on our non-accredited English courses achieved the outcomes of the course.
- **75%** of learners on our accredited Maths courses achieved their accreditation and **75%** of learners on our non-accredited Maths courses achieved the outcomes of the course.
- **60%** of learners on our accredited ICT courses achieved their accreditation and **90%** learners on our non-accredited ICT courses achieved the outcomes of the course

### **Children & Young People's Education**

- **183** IntoUniversity students attended 3 or more academic support sessions (2018-19: 277), **880** took part in the school FOCUS programme (2018-19: 1,352).
- **73** participated in holiday and out-of-school FOCUS workshops (2018-19: 204).
- **56** students benefited from the mentoring and buddy schemes (2018-19: 141).
- In 2019, **66%** of IntoUniversity North Kensington's Year 13 students progressed directly to university (2018: 77%) and 6% are taking a gap year and applying next year. The remaining 12% went into employment, an apprenticeship or further study, and 8% were undecided or looking for employment. Others are applying for other education (1%), are going through clearing (2%), or applying for an access or foundation course (~1%), other outcome or unknown (5%).
- **79%** of Academic Support students reported improved school grades.
- **75%** of Academic Support students reported improved confidence.
- **77%** of Academic Support students said they are 'more likely to go to university'.
- **103** children and young people received intensive numeracy and literacy support (2018-19: 94).

### **Employment Support**

- The Employment Programme supported **307** clients in 2019-20. Of the **195** clients seen for one-to-one support, five times or more, **57%** are now in employment or training (2018-19: 68%).
- **38** survivors from the Grenfell Tower fire and bereaved relatives received one-to-one employment support at Grenfell United. **50%** (19) gained employment or training.
- **54** young people at risk of permanent exclusion from education attended a series of employment-based workshops and received one-to-one support.
- **55** clients benefited from eight successful Interview Skills Days where a team of business volunteers work with a number of our clients on a one-day challenge designed to develop skills, build confidence and manage under pressure (2018-19: 70).

### **Wellbeing & Support**

- **257** local people received information, advice and guidance (2018-19: 205).
- Our staff helped our clients to resolve **359** advice issues (2018-19: 183) and made **55** referrals to specialist providers (2018-19: 25).

## REPORT OF THE TRUSTEES - continued Year ended 31 August 2020

- **251** adults attended a range of health and wellbeing workshops and events such as a community gardening group, a healthy living day, confidence building workshops, a wellbeing fair and a community cooking group (2018-19: 455). After attending wellbeing provision, clients reported improvements in three key areas: increased confidence, feeling more connected with others and feeling better able to cope with challenges.
- **46** adults benefitted from the Wellbeing Clinic (2018-19: 107). Qualitative feedback from participants highlighted that they felt more relaxed, calmer and less stressed. Clients also remarked that they felt less anxious and better able to cope with challenges.
- **86** women participated in the Women's Confidence Programme, which includes the 6-week course, a 2-day confidence and wellbeing conference and skills sharing sessions (2018-19: 82).
- Since offering art therapy and counselling we have supported **96** and **23** children respectively.

### Awards and improvements

- In the summer of 2020 The ClementJames Centre was shortlisted for the national Charity Times Charity of the Year Award (with an income of £1 million – £10 million) and the Charity Times HR Management Award.

### Plans for the Future

The charity continues to respond to changing local needs and adapt programmes accordingly, especially in light of the ongoing Covid-19 pandemic. Over the financial year 2020-21 both the quality and the scope of the charity's services will be developed to include:

- Over the past year we have demonstrated our ability to adapt and respond – swiftly converting our services online or over the phone, organising the delivery of food and increasing our pastoral care. This flexibility and responsiveness is still required and unfortunately, our services are needed more than ever. As young people recover from months of disruption to their education and an increasing number of local adults face unemployment – we will continue to adapt and respond to the needs of our community. Not only will we offer our vital range of education, employment and wellbeing services, but we will also assess whether new partnerships and programmes are required. We will also endeavour to increase the capacity of our 'catch-up' support for young people and employment support for adults, to meet some of the needs presented by Covid-19.
- For some years, we have been looking ahead, as our building has reached capacity with long waiting lists and an ever-growing demand. After receiving funding specified to progress our capital development project to the planning stage, the board agreed in January 2020 to apply for planning permission for an extension of the building. With the coronavirus lockdown, we paused to think about whether to go ahead. After careful consideration we decided to apply for planning permission, so as not to lose the time and money already spent and because it is the right thing to do for the future of our community. Once we have planning permission, we will only commence with the project when all the funds are secured.
- We will review our offer of support to all those affected by the Grenfell Tower fire, ensuring that the community's needs are fully understood and addressed in a holistic and compassionate way.



### **Financial Review**

Total expenditure for the year amounted to **£1,190,957** (August 2019: £1,060,957 including £8,451 held for Grenfell United). Total income amounted to **£1,200,383** (August 2019: £1,091,724 including £8,451 held for Grenfell United). The two largest elements of income came from The Royal Borough of Kensington and Chelsea £245,366 (August 2019: £345,034) and IntoUniversity £190,000 (August 2019: £190,000). Further details of the income from IntoUniversity can be found in note 14 of the accounts. All restricted funds were fully expended in the year and at 31 August 2020 the charity had unrestricted net assets of **£579,423** (£565,084 unrestricted funds and £14,339 fixed assets) (2019: £569,997 none of which were for restricted purposes).

The trustees are very grateful to the Royal Borough of Kensington and Chelsea and to all the charitable trusts, other institutions and individuals that supported the charity throughout the year. For further information about the voluntary income of the charity see note 2 of the accounts.

### **Reserves Policy**

As at 31 August 2020 the charity held free reserves of £565,084 (unrestricted funds and excluding fixed assets). The trustees have reviewed the charity's need for reserves, particularly in the current financial climate and with the uncertainty presented by Covid-19, and consider that it is appropriate to continue to seek to set aside free reserves to cover up to six months' running costs. Current free reserves are sufficient to meet our forecast for five months' running costs in 2020-21. The trustees are continuing in their fundraising efforts to increase the level of reserves commensurate with the increase in annual expenditure. The purpose of the charity's free reserves is to provide the charity with the means to counter possible risks to continued operation in the event of a lack of funding in the short term or meet unexpected opportunities which cannot be funded out of normal operating income in addition to providing the financial security necessary in these uncertain times.

### **Investment Policy**

Reserves are held in cash on deposit. Periodically, funds not required in the near future are put on a higher rate of interest in the Church Benevolent Fund account managed by CCLA Investment Management Limited. During the year, a full review of the charity's investment policy was undertaken.

### **Fundraising Activity Statement**

The ClementJames Centre undertakes a range of fundraising activities and receives donations from a broad spectrum of donors and supporters, including companies and trusts, individuals and public bodies. The great majority of the charity's income is generated from fundraising activities targeted at trusts and foundations and the local authority.

Income from individual donations is achieved through three to four fundraising events a year, at which attendees can participate in silent auctions or raffles, as well as signing up to learn more and become supporters of the centre. These have continued online since March 2020.

The ClementJames Centre does not outsource any of its fundraising activities to third parties. The charity received no complaints relating to its fundraising activities in 2019-2020.

**REPORT OF THE TRUSTEES - continued**  
**Year ended 31 August 2020**

**Responsibilities of the Trustees**

The trustees (who are also the directors of St Clement and St James Community Development Project for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the result of the charity 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 of the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as the trustees are aware:

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**REPORT OF THE TRUSTEES - continued**  
**Year ended 31 August 2020**

**Small company provisions**

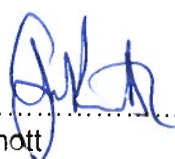
This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

**Auditor**

A resolution to appoint haysmacintyre as auditor for the ensuing year will be proposed at the annual general meeting in accordance with section 489 of the Companies Act 2006.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting for Charities (issued March 2005 and revised in July 2008).

Approved by the trustees on ..... *18 November 2020* ..... and signed on their behalf by:

 ..... (Chairman)  
Julian Knott

## **Independent auditor's report to the members of St Clement & St James Community Development Project**

We have audited the financial statements of St Clement and St James Community Development Project for the twelve month period ended 31 August 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2020 and of the charitable company's net movement in funds for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

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

### **Responsibilities of trustees for the financial statements**

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

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

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

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

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.

### **Conclusions relating to going concern**

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

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

## **Independent auditor's report to the members of St Clement & St James Community Development Project – continued**

### **Other information**

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

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

### **Opinions on other matters prescribed by the Companies Act 2006**

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

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

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

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report (which incorporates the strategic report and the directors' 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:

- adequate accounting records have not been kept by the charitable company; or
- the charitable 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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 and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



*Murtaza Jessa (Senior statutory auditor)  
for and on behalf of Haysmacintyre LLP, Statutory Auditor*

10 Queen Street Place  
London  
EC4R 1AG

Date: 15/12/2020

**STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)  
FOR THE YEAR TO 31 AUGUST 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>INCOME FROM:</b>					
Donations and legacies	2	404,814	792,102	1,196,916	1,082,624
Other trading activities	3	2,972	-	2,972	8,584
Investments		495	-	495	516
<b>Total Income</b>		<b>408,281</b>	<b>792,102</b>	<b>1,200,383</b>	<b>1,091,724</b>
<b>EXPENDITURE ON:</b>					
Raising funds	4	62,584	-	62,584	60,637
Charitable activities	4,11	336,271	792,102	1,128,373	1,000,320
<b>Total Expenditure</b>		<b>398,855</b>	<b>792,102</b>	<b>1,190,957</b>	<b>1,060,957</b>
<b>Net income</b>		<b>9,426</b>	<b>-</b>	<b>9,426</b>	<b>30,767</b>
<b>Funds brought forward</b>		<b>569,997</b>	<b>-</b>	<b>569,997</b>	<b>539,230</b>
<b>Funds at 31 August 2020</b>		<b>579,423</b>	<b>-</b>	<b>579,423</b>	<b>569,997</b>

The notes on pages 24-35 form part of these financial statements.

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

Full comparatives for 2019 are presented in note 15.

**BALANCE SHEET AT 31 AUGUST 2020**

Company number: 2677427

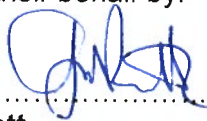
		2020	2019
		£	£
<b>Fixed Assets</b>	<b>Notes</b> 7	14,339	17,989
<b>Current Assets:</b>			
Debtors	8	127,848	179,313
Cash at bank & in hand		567,583	467,108
		695,431	646,421
<b>Creditors:</b>			
Amounts falling due within one year	9	130,347	94,413
<b>Net current assets</b>		565,084	552,008
<b>Net assets</b>		579,423	569,997

**The funds of the charity:**

Unrestricted funds: General	10, 11	565,084	552,008
Unrestricted funds: Designated	10, 11	14,339	17,989
Unrestricted funds		579,423	569,997

These financial statements have been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

The financial statements were approved by the Board of Trustees on 18 November 2020 and signed on their behalf by:



.....  
**Julian Knott**

The notes on pages 25-36 form part of these financial statements.

**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 AUGUST 2020**

	Note	2020 £	2019 £
<b>Cash flows from operating activities:</b>			
Net cash provided by operating activities	A	99,980	(147,431)
<b>Cash flows from investing activities:</b>			
Interest income		495	516
<b>Net cash provided by investing activities</b>		495	516
<b>(Decrease)/increase in cash and cash equivalents in the year</b>		100,475	(146,915)
Cash and cash equivalents at the beginning of the year		467,108	614,023
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR</b>		567,583	467,108

**A RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH PROVIDED BY OPERATING ACTIVITIES**

	2020 £	2019 £
<b>Net movement in funds</b>	9,426	30,767
Add back depreciation charge	3,650	3,650
Deduct interest income	(495)	(516)
(Increase)/decrease in debtors	51,465	(36,848)
Increase/(decrease) in creditors	35,934	(144,484)
<b>Net cash provided by operating activities</b>	99,980	(147,431)



## NOTES TO THE FINANCIAL STATEMENTS

### Year ended 31 August 2020

#### 1. ACCOUNTING POLICIES

The principle 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 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 ClementJames 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(s).

##### **Preparation of accounts on an going concern basis**

The trustees consider there are no material uncertainties about the charity's ability to continue as a going concern. The review of the charity's financial position, reserves levels and future plans gives trustees confidence the charity remains a going concern for the foreseeable future.

##### **Income recognition**

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

##### **Expenditure recognition**

All expenditure is recognised on an accruals basis as a liability is incurred.

##### **Financial Instruments**

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

##### **Debtors**

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

##### **Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### **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.

## NOTES TO THE FINANCIAL STATEMENTS - continued

### Employee benefits

#### Short term benefits

Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.

#### Employee termination benefits

Termination benefits are accounted for on an accrual basis and in line with FRS 102.

#### Pension scheme

The charity operates a defined contribution pension scheme for the benefit of its employees. The assets of the scheme are held independently from those of the charity in an independently administered fund. The pensions costs charged in the financial statements represent the contributions payable during the year.

### Legal status

The ClementJames Centre is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The members are the trustees. There were 11 members at 31 Aug 2020 (2019: 10).

### Judgements and key sources of estimation uncertainty

Preparation of the financial statements requires management to make significant judgements and estimates. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

## NOTES TO THE FINANCIAL STATEMENTS – continued

2. Donations & Legacies 2020	Unrestricted £	Restricted £	Total 2020 £	Total 2019 £
29th May 1961 Charitable Trust	-	-	-	5,000
Arts Council England	-	10,000	10,000	10,000
Asda Foundation	500	-	500	-
Barclays Bank	960	-	960	-
Blackrock	489	11,288	11,777	16,868
Calleva Foundation	-	-	-	4,167
Campden Charities	-	-	-	8,000
Children in Need	-	27,329	27,329	24,550
Childwick Trust	5,000	-	5,000	5,000
City Bridge Trust	-	70,000	70,000	30,133
Co-op	4,507	-	4,507	2,534
Corcoran Foundation	1,000	-	1,000	-
Du Plessis Family Foundation	10,000	-	10,000	10,000
Gates Foundation	-	30,330	30,330	-
Grove Trust	-	27,250	27,250	-
Hammersmith & Fulham, London Borough of	-	-	-	340
HBV Enterprise	-	-	-	29,167
Henry Smith Foundation	-	10,000	10,000	31,200
Hollick Family Foundation	-	416	416	-
<b>IntoUni*</b>	-	190,000	190,000	190,000
JMW Barnard LLP	2,322	-	2,322	-
J Paul Getty Jnr Charitable Trust	40,000	-	40,000	40,000
KCSC - Community Living Well	-	14,007	14,007	1,237
K&C Foundation	-	40,780	40,780	42,850
Lloyds Foundation	150	62,500	62,650	31,250
London Community Foundation	-	20,000	20,000	-
London Community Foundation & Evening Standard	-	15,000	15,000	-
London Community Fund & Sycamore Fund	-	-	-	2,945
London Funders	-	-	-	37,000
Morrisons Foundation	-	-	-	3,000
National Lottery Community Fund	-	137,268	137,268	-
Octavia Foundation	-	-	-	5,000
Open Hand	-	40,000	40,000	40,000
Paddington Dev. Trust: Community Grants	-	15,000	15,000	5,000
Prudential plc	-	1,000	1,000	1,500
Royal Garden Hotel with the K&C Foundation	-	-	-	1,000
Sheila's Fund	25,000	-	25,000	5,000
Tesco	-	-	-	1,250
The Grenfell Foundation (Fight 4 Grenfell)	5,000	-	5,000	-
The Grenfell Foundation (Client Fund)	-	500	500	-
The Ogden Trust	-	5,000	5,000	-
The Plum Trust with the K&C Foundation	-	-	-	3,750
The Royal Borough of Kensington & Chelsea	209,366	36,000	245,366	345,034
Thomas's Schools Foundation	-	2,500	2,500	2,500
Waitrose	180	-	180	-
West London Zone	-	21,943	21,934	22,843
Wyelands Bank	116	-	116	505
Wyseliot	-	4,000	4,000	4,000
Individual donations	100,224	-	100,224	119,965
<b>Total Donations &amp; Legacies</b>	<b>404,814</b>	<b>792,102</b>	<b>1,196,916</b>	<b>1,082,624</b>

\* See note 14

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**Year ended 31 August 2020**

**2. (continued) Donations & Legacies – 2019 comparatives**

<b>2. Donations &amp; Legacies 2019</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<i>29th May 1961 Charitable Trust</i>	-	5,000	5,000
<i>Arts Council England</i>	-	10,000	10,000
<i>Blackrock</i>	1,205	15,663	16,868
<i>Calleva Foundation</i>	-	4,167	4,167
<i>Campden Charities</i>	8,000	-	8,000
<i>Catalyst Housing</i>	-	-	1,266
<i>Children in Need</i>	-	24,550	24,550
<i>Church Heritage Fund</i>	-	-	100
<i>City Bridge Trust</i>	-	30,133	30,133
<i>Constance Travis Trust</i>	-	-	25,000
<i>Co-op</i>	2,534	-	2,534
<i>Du Plessis Family Foundation</i>	10,000	-	10,000
<i>Hammersmith &amp; Fulham, London Borough of</i>	-	340	340
<i>HBV Enterprise</i>	-	29,167	29,167
<i>Henry Smith Foundation</i>	-	31,200	31,200
<i>IntoUni*</i>	-	190,000	190,000
<i>J Paul Getty Jnr Charitable Trust</i>	40,000	-	40,000
<i>KCSC – Community Living Well</i>	-	1,273	1,273
<i>K&amp;C Foundation</i>	4,680	38,170	42,850
<i>Lloyds Foundation</i>	-	31,250	31,250
<i>London Community Fund &amp; Sycamore Fund</i>	2,945	-	2,945
<i>London Funders</i>	-	37,000	37,000
<i>Morrisons Foundation</i>	-	3,000	3,000
<i>Octavia Foundation</i>	-	5,000	5,000
<i>Open Hand</i>	-	40,000	40,000
<i>Paddington Dev. Trust: Community Grants</i>	-	5,000	5,000
<i>Prudential PLC</i>	-	1,500	1,500
<i>Royal Garden Hotel with the K&amp;C Foundation</i>	1,000	-	1,000
<i>Sheila's Fund</i>	5,000	-	5,000
<i>Tesco</i>	-	1,250	1,250
<i>The Plum Trust with the K&amp;C Foundation</i>	-	3,750	3,750
<i>The Royal Borough of Kensington &amp; Chelsea</i>	313,665	31,369	345,034
<i>Thomas's Schools Foundation</i>	-	2,500	2,500
<i>West London Zone</i>	-	22,843	22,843
<i>Wyelands Bank</i>	505	-	505
<i>Wyseliot</i>	-	4,000	4,000
<i>Individual donations</i>	119,965	-	119,965
<b>Total Donations &amp; Legacies</b>	<b>514,499</b>	<b>568,125</b>	<b>1,082,624</b>

**NOTES TO THE FINANCIAL STATEMENTS – continued**  
**Year ended 31 August 2020**

**3. Other Trading Activities**

	Unrestricted	Restricted	2020	2019
Rentals	2,061	-	2,061	4,968
Miscellaneous	911	-	911	3,616
	<u>2,972</u>	<u>-</u>	<u>2,972</u>	<u>8,584</u>

All 2020 income was unrestricted.

**4. Total Expenditure**

	Staff Costs	Direct Costs	Support Costs	Total
	2020	2020	2020	2020
	£	£	£	£
Raising funds	<u>62,584</u>	<u>-</u>	<u>-</u>	<u>62,584</u>
<b>Charitable Activities</b>				
Capital	-	-	79,770	79,770
Adult Learning	179,663	18,526	18,359	216,548
Children & Young People	251,631	21,076	13,769	286,476
Depreciation	-	-	3,650	3,650
Employment Support	288,479	18,475	15,080	322,034
Wellbeing & Support	177,623	15,301	18,359	211,283
<b>Governance</b>				
External Audit	-	-	7,800	7,800
Trustees Indemnity	-	-	-	-
Insurance	-	-	812	812
	<u>897,396</u>	<u>73,378</u>	<u>157,599</u>	<u>1,128,373</u>
<b>Total Expenditure 2020</b>	<u><b>959,980</b></u>	<u><b>73,378</b></u>	<u><b>157,599</b></u>	<u><b>1,190,957</b></u>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**Year ended 31 August 2020**

**4. (continued) Total expenditure – 2019 comparatives**

	<b>Staff Costs 2019</b>	<b>Direct Costs 2019</b>	<b>Support Costs 2019</b>	<b>Total 2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<i>Raising funds</i>	60,637	-	-	60,637
<b>Charitable Activities</b>				
<i>Capital</i>	-	-	-	-
<i>Adult Learning</i>	177,046	13,461	16,419	206,926
<i>Children &amp; Young People</i>	240,065	18,403	11,695	270,163
<i>Depreciation</i>	-	3,650	-	3,650
<i>Employment Support</i>	271,509	20,024	16,942	308,475
<i>Wellbeing &amp; Support</i>	176,742	12,493	14,710	203,945
<b>Governance</b>				
<i>External Audit</i>	-	-	7,020	7,020
<i>Trustees Indemnity</i>	-	-	-	-
<i>Insurance</i>	-	-	141	141
	865,362	68,031	66,927	1,000,320
<b>Total Expenditure 2019</b>	<b>925,999</b>	<b>68,031</b>	<b>66,927</b>	<b>1,060,957</b>

**NOTES TO THE FINANCIAL STATEMENTS – continued**  
**Year ended 31 August 2020**

<b>5. Net movement in funds for the year</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
This is stated after charging/crediting		
Auditors remuneration (including VAT)		
	Audit	
	7,800	7,020
	<u>7,800</u>	<u>7,020</u>

No Trustee received remuneration in the current or prior year.

<b>6. Staff costs and numbers</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Staff Costs were as follows:</b>		
Salaries and wages	839,175	816,551
Social security costs	72,224	66,783
Pension contributions	40,596	33,957
Other staff costs	<u>7,985</u>	<u>8,708</u>
	<b><u>959,980</u></b>	<b><u>925,999</u></b>

One employee received more than £60,000 (£70,000-£80,000).

The total cost to the charity of employing its key management personnel of the charity were £333,307 (2019: £315,050). The key management personnel of the charity are considered to be the 3 team managers, the fundraising manager, the safeguarding manager, the chief operations officer, the chief programmes officer and the chief executive. It should be noted that a significant percentage of team managers' time is spent delivering their programmes.

	<b>2020</b>	<b>2019</b>
The average number of employees during the year was as follows:	<b>Number</b>	<b>Number</b>
Project delivery staff	23	21
Management & support staff	8*	7
	<u>31</u>	<u>28</u>

\*The management staff figure increased in 2020 due to maternity cover arrangements.

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**Year ended 31 August 2020**

**7. Fixed Assets**

	<b>Land &amp; Buildings</b>
<b>Cost</b>	<b>£</b>
At 1 September 2019	21,639
Additions	-
Disposals	-
At 31 August 2020	<u>21,639</u>
 <b>Accumulated Depreciation</b>	
at 1 September 2019	3,650
Charge for year	3,650
At 31 August 2020	<u>7,300</u>
 <b>Net Book Value</b>	
At 31 August 2020	<u>14,339</u>
At 31 August 2019	<u>17,989</u>

**8. Debtors**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Accrued income	126,381	176,947
Other debtors	1,467	2,365
	<u>127,848</u>	<u>179,312</u>



**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**Year ended 31 August 2020**

**9. Creditors: Amounts falling due within one year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Accruals	30,299	44,834
Deferred income	99,317	49,167
Other taxes and social security costs	731	412
	<u><b>130,347</b></u>	<u><b>94,413</b></u>

Deferred income relates to grants and donations paid in advance of the period in which they are to be spent.

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Analysis of deferred income:		
Balance brought forward 1 September 2018	49,167	180,950
Released to income during the year	(49,167)	(180,950)
Amount deferred during the year	99,137	49,167
Balance at 31 August 2019	<u><b>99,137</b></u>	<u><b>49,167</b></u>

**10. Analysis of net assets between funds**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	14,339	-	14,339
Current assets	695,431	-	695,431
Current liabilities	(130,347)	-	(130,347)
Net assets at 31 August 2020	<u><b>579,423</b></u>	<u><b>-</b></u>	<u><b>579,423</b></u>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**Year ended 31 August 2020**

**11. Designation and Restriction of funds**

Programme Designation:	at 1 Sept 2019		Income	Expenditure	at 31 Aug 2020
	£		£	£	£
Capital					
Restricted	-	-	-	-	-
Unrestricted	-	79,770	(79,770)	(79,770)	-
		<b>79,770</b>	<b>(79,770)</b>		
Adult Learning					
Restricted	-	47,000	(47,000)	-	-
Unrestricted	-	189,254	(189,254)	-	-
		<b>236,254</b>	<b>(236,254)</b>		
Children & Young People					
Restricted	-	271,760	(271,760)	-	-
Unrestricted	-	31,815	(30,748)	1,067	1,067
		<b>303,575</b>	<b>(302,508)</b>		
Employment Support					
Restricted	-	247,920	(247,290)	-	-
Unrestricted	-	90,401	(90,401)	-	-
		<b>338,321</b>	<b>(338,321)</b>		
Wellbeing & Support					
Restricted	-	225,422	(225,422)	-	-
Unrestricted	-	5,032	(5,032)	-	-
		<b>230,454</b>	<b>(230,454)</b>		
Designated Fund (Fixed Asset)					
Restricted	-	-	-	-	-
Unrestricted	17,989	-	(3,650)	14,339	14,339
		-	<b>(3,650)</b>		
General Fund					
Restricted	-	-	-	-	-
Unrestricted	552,008	12,009	-	564,017	564,017
		<b>12,009</b>	<b>-</b>		
<b>Total Restricted</b>	-	792,102	(792,102)	-	-
<b>Total Unrestricted</b>	569,997	408,281	(398,855)	579,423	579,423
<b>Total Funds</b>	<b>569,997</b>	<b>1,200,383</b>	<b>(1,190,957)</b>	<b>579,423</b>	

The purposes of restricted funds are more fully described in the Report of the Trustees. They are for the provision of the adult learning programme, the wellbeing and support activities, the children and young people's education programme and the employment programme. The designated fund refers to the charity's fixed assets (the eco-garden studios).

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**Year ended 31 August 2020**

<b>2019 Comparatives</b>		<b>at 1 Sept 2018</b>	<b>Income</b>	<b>Expenditure</b>	<b>at 31 Aug 2019</b>
<b>Programme Designation:</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<i>Capital</i>	<i>Restricted</i>	-	-	-	-
	<i>Unrestricted</i>	-	30,679	-	30,679
			<b>30,679</b>		
<i>Adult Learning</i>	<i>Restricted</i>	-	61,387	(61,387)	-
	<i>Unrestricted</i>	-	163,669	(163,167)	502
			<b>225,055</b>	<b>(224,554)</b>	
<i>Children &amp; Young People</i>	<i>Restricted</i>	-	205,500	(205,500)	-
	<i>Unrestricted</i>	-	78,723	(78,223)	500
			<b>284,223</b>	<b>(283,723)</b>	
<i>Employment Support</i>	<i>Restricted</i>	-	187,656	(187,656)	-
	<i>Unrestricted</i>	-	137,718	(136,412)	1,306
			<b>325,374</b>	<b>(324,068)</b>	
<i>Wellbeing &amp; Support</i>	<i>Restricted</i>	-	113,582	(113,582)	-
	<i>Unrestricted</i>	-	112,810	(111,380)	1,430
			<b>226,392</b>	<b>(224,962)</b>	
<i>Designated Fund (Fixed Asset)</i>					
	<i>Restricted</i>	-	-	-	-
	<i>Unrestricted</i>	21,639	-	(3,650)	17,989
			-	<b>(3,650)</b>	
<i>General Fund</i>					
	<i>Restricted</i>	-	-	-	-
	<i>Unrestricted</i>	517,591	-	-	517,591
			-	-	
<i>Total Restricted</i>		-	568,125	(568,125)	-
<i>Total Unrestricted</i>		539,230	532,919	(492,832)	569,997
<b>Total funds</b>		<b>539,230</b>	<b>1,091,723</b>	<b>(1,060,957)</b>	<b>569,997</b>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**Year ended 31 August 2020**

**12. Accommodation**

The charity leases its main building at a peppercorn rent from the Parish of St Clement & St James and additional premises from the Church at sub commercial rates. Since this accommodation would not be available on the open market, it is not possible to quantify this benefit. The charity is responsible for all repairs and maintenance required on its premises.

**13. Control**

The charity has no individual who can exercise ultimate control.

**14. Related party transaction**

During the period the charity received grants from **IntoUniversity** totaling £190,000. Sophia Lewisohn (one of the charity's trustees) was also a trustee of **IntoUniversity** during the period; Clare Richards, who is chief executive of the charity, is also a trustee of **IntoUniversity**.

At the year end, a balance of £3,609 was owed to **IntoUniversity** by the charity and a balance of £67 was owed to the charity by **IntoUniversity**.

The aggregate of donations received from the Trustees in the year was £26,962 (2019: £18,178).

*15. Comparative Statement of Financial Activities 2019*

	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total 2019</i>
	£	£	£
<b>INCOME FROM:</b>			
<i>Donations and legacies</i>	514,499	568,125	1,082,624
<i>Other trading activities</i>	8,584	-	8,584
<i>Investments</i>	516	-	516
<b>Total Income</b>	523,599	568,125	<b>1,091,724</b>
<b>EXPENDITURE ON:</b>			
<i>Raising funds</i>	60,637	-	60,637
<i>Charitable activities</i>	432,195	568,125	1,000,320
<b>Total Expenditure</b>	492,832	568,125	<b>1,060,957</b>
<b>Net income</b>	<b>30,767</b>	-	<b>30,767</b>
<b>Funds brought forward</b>	539,230	-	539,230
<b>Funds at 31 August 2019</b>	<b>569,997</b>	<b>-</b>	<b>569,997</b>