

# ST CLEMENT & ST JAMES COMMUNITY DEVELOPMENT PROJECT

England & Wales · Charity number 1009253

## Details

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Other names	ST CLEMENT & ST JAMES COMMUNITY DEVELOPMENT PROJECT, ST CLEMENT AND ST JAMES COMMUNITY DEVELOPMENT PROJECT, THE CLEMENT JAMES CENTRE
Status	Registered
Legal form	Charitable company
Company number	<a href="#">02677427</a>
Registered	1992-03-12
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Website	<a href="http://www.clementjames.org">www.clementjames.org</a>

## Activities

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**Objects:** (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 (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 WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE

**Activities:** Our vision is for everyone in our community to release their potential and live fulfilled lives. We achieve this through education, employment and wellbeing support in a safe and compassionate space. We provide:Employment support for young people and adults;Children and young people's education programmes;Adult Learning courses;Wellbeing and support activities

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Prevention Or Relief Of Poverty, Arts/culture/heritage/science, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, Other Defined Groups, The General Public/mankind

## Geography

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- **Area of benefit:** SEE OBJECTS
- Kensington And Chelsea

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-08-31	£1,340,449	£1,335,799	£776,348	32
2024-08-31	£1,428,244	£1,402,454	£771,698	34
2023-08-31	£1,340,514	£1,312,905	£745,908	37
2022-08-31	£1,297,350	£1,212,122	£718,299	39
2021-08-31	£1,260,324	£1,206,675	£633,072	40

## Trustees

Name	Role	Appointed
<b>Simon Glucina</b>	Chair	2023-05-09
Abdul Rahim Bah		2025-12-11
Helen Jane Anthony		2024-03-12
Johanna Karen Weston		2024-07-08
Katherine Soanes		2016-11-23
Laurie Richardson		2025-12-11
Neil Lewis Stuart Wilson		2024-03-12
Rev Gareth Wardell		2020-05-15
Saqlain Farid Choudhary		2023-10-13
Susan Vanessa Casey		2013-10-18

**ST CLEMENT & ST JAMES COMMUNITY DEVELOPMENT PROJECT**

England & Wales - Charity number 1009253

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# Accounts

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Equipping the Community for Success

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 2025

Company number: 2677427  
Charity number: 1009253

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

## Letter from the Chair

As another year draws to a close, I am once again filled with gratitude and admiration for everyone who makes up the ClementJames Centre community. Together, we are helping young people realise their potential and inspiring adults to overcome barriers through advice, guidance, employment support, and wellbeing programmes.

This year, we launched a new five-year strategy under the banner 'Equipping the Community for Success'. It focuses on the services where we can have the greatest impact, renews our values, and strengthens our commitments to diversity, equality, and inclusion. The strategy also includes plans to improve our site's fabric and accessibility with a capital project, ensuring our work can remain impactful for decades to come.

Highlights this year included significant growth in our Early Intervention work, with expanded workshops for parents and practitioners. This strand helps families address issues in children's education at an early stage, supporting stronger outcomes both now and in the future. Our partnership with IntoUniversity once again produced excellent results. We exceeded targets, supporting 1,351 young people in achieving their academic potential and broadening horizons.

We also deepened collaborations with local schools and charities, including Shelter and Nucleus. These partnerships are vital to maintaining high standards in our Advice and Guidance services, supporting clients through complex housing, financial, and immigration challenges. This year, we made the difficult decision to close our adult learning provision — a valued part of ClementJames for many years. Ongoing challenges in funding and delivery led us to refocus our capacity on areas of greatest impact. I am proud of the professionalism and integrity with which our team and those affected managed this transition.

We continue to engage the community in shaping proposals for our step-change capital project and have in the meantime made real progress in improving facilities. Accessibility enhancements will continue into 2026, including new ramps and other measures to ensure our premises remain welcoming and inclusive.

The wider landscape for charities remains challenging, placing pressure on both our organisation and the communities we serve. Our staff have shown remarkable resilience and dedication, consistently prioritising our clients' needs and the mission of ClementJames. I would like to thank our whole staff team, our stakeholders, funders and volunteers for their superb contributions throughout the year. I would also like to pass on particular thanks to Dami Solebo (CEO), Esther Pickering (Chief Programmes Officer), and Leo Reid (Chief Operating Officer) for their outstanding leadership.

As we look ahead, I invite you to stay connected with us. Your ideas, energy, and support are essential to our mission. Together, we will continue to equip our clients for success and move closer to realising our vision of a thriving community where everyone has the opportunity to achieve their full potential.

Simon Glucina

Chair of Trustees  
The ClementJames Centre

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## Introduction

The trustees present their report and audited financial statements for the year ended 31 August 2025.

### Reference and Administrative Information

- Charity/Company Name: St Clement & St James Community Development Project
- Working Name: The ClementJames Centre (hereinafter referred to as ‘the Charity’ and ‘The Centre’)
- 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

## Board and Committees

<b><u>Trustees</u></b>	
Vanessa Casey	
Saqlain Choudhary	
Simon Glucina (Chair)	
Setor Lassey	
Richard Ryan	Resigned 01/11/2024
Katherine Soanes	
Rev’d Gareth Wardell	
Helen Anthony	
Neil Wilson	
Johanna Weston	
<b><u>Audit and Risk Committee</u></b>	
Setor Lassey (Chair)	
Simon Glucina	
Helen Anthony	
<b><u>Capital Development Committee</u></b>	
Neil Wilson (Chair)	
Simon Glucina	
Katherine Soanes	
Rev’d Gareth Wardell	
<b><u>Fundraising &amp; Development Committee</u></b>	
Katherine Soanes (Chair)	
Saqlain Choudhary	
Johanna Weston	

<b><u>Nominations &amp; Remuneration Committee</u></b>	
Vanessa Casey (Chair)	
Katherine Soanes	
<b><u>Investment Committee</u></b>	
Setor Lassey (Chair)	
<b><u>People and Culture Committee</u></b>	
Helen Anthony (Chair)	
Saqlain Choudhary	
Simon Glucina	
<b><u>Senior Management Team</u></b>	
Dami Solebo (Chief Executive Officer)	
Leo Reid (Chief Operations Officer)	
Esther Pickering (Chief Programmes Officer)	
<b><u>Senior Leadership Team</u></b>	
Joss Cullen (Hub Manager)	Resigned 04/10/2024
Jill Watson (Head of Wellbeing & Support)	
Shabana Ghori (Head of Employment Support)	Appointed 20/01/2025
Munera Sheikh-Mao (Head of Young People's Programmes)	Promoted 20/01/2025
Charlotte Devitt (Ops Manager)	
Gigi Jones (Adult Learning)	Resigned 06/01/2025

## Bankers

- CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ.
- CCLA Investment Management Limited, The CBF Church of England Funds, 80 Cheapside, London EC2V 6DZ.
- Lloyds, 25 Gresham Street, London, EC2V 7HN.

## Auditors

- HaysMac LLP, 10 Queen Street Place, London EC4R 1AG.

## 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 5. 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 Norland; 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 review of the trustees to ensure a broad range of skills and 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). Once they have 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 receives CVs, shortlists candidates and conducts interviews. Successful candidates are invited to join the trustees, subject to references, background / DBS checks 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 Strategy Day to evaluate existing services, set targets for future provision and develop strategic objectives.

## **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.

Trustees have identified risks ranging from internal operational risks (e.g. staff and governance, safeguarding, financial risks) to external risk (e.g. macroeconomic, political, reputational.). The trustees are 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.

The charity faces risks across data protection, financial stability, staff wellbeing, and cybersecurity. To mitigate these, it ensures compliance with data regulations through designated leadership, regular training, and secure systems. Financial risks from major expenditures or funding loss are managed by diversifying income, maintaining reserves, and obtaining Trustee approval for critical spending. For capital projects, adequate funding is secured prior to work, with ongoing oversight to prevent disruptions. Staff wellbeing is

supported through counselling, monitoring, and dedicated roles, while cybersecurity is strengthened via robust policies, training, and multi-factor authentication. Regular reviews and prudent planning underpin the charity's approach to managing these risks effectively.

## **Organisational Structure**

During the year the board met five times; these meetings also included 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 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, Dami Solebo, who reports directly to the Chair 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. IntoUni Head Office is based in offices rented from the Parish at 95 Sirdar Road, London, W11. IntoUni contributed £190,000 towards the IntoUniversity programme at The ClementJames Centre from 1 September 2024 to 31 August 2025. The IntoUniversity work of The ClementJames Centre is therefore affiliated to, and receives grants from IntoUni, but remains under the governance of The ClementJames Centre and the management of The ClementJames Centre's chief executive. IntoUni refers to the IntoUni programme at The ClementJames Centre as "IntoUniversity North Kensington" ("IUNK").

## **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.

## **Remuneration**

Salaries for key management personnel are set by the Remunerations Committee, a subcommittee of the trustee board. The Committee reviews other local and national organisations to ensure that salaries are appropriate (taking benchmarking with other charities of a similar size into consideration). Salaries are reviewed annually. The Remunerations Committee presents to the Board who have final approval.

## **Staff**

The trustees would like to thank The ClementJames Centre's amazing staff, without whom none of the charity's achievements would be possible. Their dedication, commitment and determination has ensured that the charity has remained a positive and crucial resource for the people of North Kensington and the wider community.

## **Volunteers**

In addition, the trustees would like to thank the dedicated volunteers, of whom there are over 100. These volunteers provide a vital service in a range of activities from regularly assisting students during Academic Support sessions to mentoring our adult clients and helping at our gardening club.

### **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 Notting Dale St James Norland or any united parish comprising St Clements Notting Dale St James Norland 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 based in Notting Dale, North Kensington, one of the most underserved wards in London. The charity provides essential support and resources to help our clients overcome challenges such as unemployment, poverty, and educational barriers. Our Vision is of a community where everyone gets the opportunity to realise their potential. We work towards this through our purpose, which is to support young people, adults and families to achieve their ambitions by providing high-quality services that meet individual needs. We support young people and adults through our different strands which include Children and Young People's Education, Wellbeing Support, Employment Support, Early Intervention and Information, Advice and Guidance. Our expertise in a wide range of areas allows us to provide all encompassing support to individuals in need. Partnership and collaboration is important to us, and we work closely with the local authority, local schools and other charity partners to achieve our aims. In particular this year, we have focused on sharing knowledge and expertise across different areas, to promote independence. For example, in our Early Intervention and advocacy strand, we delivered workshops for practitioners (i.e. people working with children and families) to upskill their knowledge so that they could cascade this information to young people and families that they work with. Overall in 2024/2025 we saw over 2200 adults and young people.

#### 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. Our youth-focused programmes support primary and secondary school students by enhancing academic achievements and building crucial soft skills like communication and confidence.

The challenges our Children & Young People's Education programme addresses:

- Children from underserved backgrounds in the borough continue to face significant barriers, including limited access to educational resources and enrichment opportunities, preventing them from achieving the same outcomes as their peers.
- Limited capacity for individualised support creates gaps in provision, increasing the risk of young people falling behind and disengaging from education.
- Growing numbers of children in RBKC are affected by mental health needs, developmental challenges, and other health issues that impact their ability to engage with education.

What our Children & Young People's Education programme offers:

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

- **Academic Support:** School children receive help with homework, coursework, revision and specific literacy and numeracy support from trained tutors. Academic support raises levels of achievement, increases confidence and motivation, and helps young people re-engage with learning outside school hours.
- **Primary and Secondary provision:** Children are given the opportunity to experience the pleasure of learning through an educational activity lasting between a day and a week and these take place both at The ClementJames Centre and the school. 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 give the students the chance to experience a diverse range of careers and skills through workshops led by professionals.
- **Mentoring:** The charity works with a range of other universities to provide mentors to The ClementJames Centre. Mentors help the young people with their educational choices as well as their social skills. The mentors act as positive role models, and encourage their mentees to think about their futures and raise their aspirations. Some Year 13 students are paired with a mentor from one of our corporate partners, where the mentors support them through the transition to their next stages post finishing school. 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.
- **One-to-one literacy and numeracy support:** Children and young people can benefit from intensive one-to-one literacy and numeracy support by trained staff or volunteers to help them catch up with their academic skills, and build their confidence.
- **Non-Term Time programmes:** Throughout the half term holidays, the staff team runs a range of workshops for young people based around different topics. In the summer holidays, the staff and volunteers run a Carnival Arts Programme where children and

young people design their own costumes and learn a dance to perform at our Carnival family day.

In 2024/2025 we supported over 1400 young people through our education programme.

- Across all of our workshops, 82% of young people enjoyed their session
- 93% of students who attended the Literacy and Numeracy programme said that they felt proud of themselves and their achievements.
- 93% of students said they felt more confident in maths after their one-to-one sessions.

We ensure that we offer various opportunities for enrichment throughout the year for the young people that we work with, including trips and visits, for example to Tower Bridge, The Science Museum, London Zoo, and creative writing workshops with The National Theatre. We ensure that our staff are trained to deal with supporting young people with their wellbeing, and are inclusive of different needs.

Working in partnership with others is one of The ClementJames Centre's values, and is key to the work that we do. We continue to build good relationships with local primary and secondary schools, ensuring we are listening and responding to needs. We also maintain positive relationships with the local authority, including services like Early Help. These relationships are incredibly important to us, as safeguarding young people is a core part of the work that we do.

### Early Intervention

We offer a comprehensive range of services and programmes designed to support young people experiencing behavioural, emotional, and learning challenges—factors that can significantly disrupt their education. Our provision includes a combination of one-to-one and group workshops, aimed at assisting both young people and their families as they navigate what can often be a particularly challenging time.

The challenges our Early Intervention programme addresses:

- RBKC has one of the highest rates of temporary exclusions in London, causing significant disruption through increased managed moves and learner transfers to alternative provisions.
- Many excluded or at-risk children have undiagnosed special educational needs or mental health conditions, creating gaps in appropriate support and intervention.
- Families who are already vulnerable or marginalised often feel they have little control over their educational circumstances, with particular barriers around understanding exclusion processes and terminology. This is especially challenging in North Kensington and Notting Dale where many families have English as a second language.

What our Early Intervention programme offers:

- One-to-One Advocacy Support: A dedicated information and support service for young people and their families facing school exclusions.
- Female Mentoring: Our programmes take place in partnership with local secondary schools, and aim to build confidence, self-awareness and improve peer relationships.

- Group Information Workshops: We run regular information sharing workshops for both parents and practitioners to help increase their knowledge of the school exclusion processes and explore other factors that might be contributing to this.
- One-to-One Counselling: We run weekly sessions for young people to help them manage trauma, low self-esteem and emotional regulation. We also explore how to help them form healthy and supportive relationships.

Overall this year we supported 224 people in this area, including young people, adults and practitioners.

- 85% of the young people accessing our female mentoring programme found the sessions beneficial.
- Over 95% of young people taking part in our advocacy programme remained in suitable education.

A key area of growth for the organisation this year has been our dedicated work in upskilling and supporting community organisations and practitioners. We have collaborated closely with local partner organisations to empower both parents and practitioners, enabling them to understand key points of information and address challenges independently, e.g., understanding what an Educational, Health and Care Plan is. This has been achieved through targeted sessions providing information on the school exclusions process. In addition, these sessions create opportunities for participants to share experiences and insights with one another, fostering a valuable sense of community and collective practice.

### Employment Support

We help people to either gain meaningful and sustainable employment, or make meaningful progress towards their employment goals. This enables our clients to improve their quality of life, security and independence. We do this through tailored advice and support, and group based activities.

The challenges our Employment Support programme addresses:

- According to The Royal Borough of Kensington and Chelsea (RBKC), unemployment and receiving a low income continue to be significant issues contributing to deprivation in North Kensington. The unemployment rate in the borough, as of May 2024, was 5.9%, almost 1% higher than the London average. These figures are considerably worse in the north of the borough, where, in our ward, 12% of people of working age have never been employed or are long-term unemployed. Additionally, 42.9% of residents of working age are economically inactive, meaning they are not in work and are neither seeking nor able to work. Unemployment has cascading effects on adults and families in our community.
- Research consistently shows a strong link between unemployment and mental and physical health issues, as well as social isolation.
- In addition to high levels of deprivation and unemployment, North Kensington residents have compounding factors that affect their ability to access employment, most significantly English language proficiency and mental and physical health issues. According to RBKC nearly 30% of all households in the borough do not speak English as

a first language, and over 12% of residents have a long-term condition or disability that limits their life in some way.

What the Employment Support programme offers:

- One-to-One support: At the beginning of these tailored sessions with an advisor, a needs assessment is undertaken to highlight previous experience/skills, and also to identify and try to address any barriers to work. The client would then work together with their advisor to do effective job/training searches to identify opportunities. There are also opportunities to develop their CVs, interview techniques and job applications. Soft-skill building is also an important part of this programme, including a focus on effective timekeeping, communication, presentation skills and improving confidence and self-esteem.
- Group Workshops: Alongside targeted one-to-one support, we see the benefit in learning from others. We run corporate volunteering days where volunteers will work with clients to increase their confidence, presentation skills and interview techniques.

We saw 122 adults last year across our employment programme. Cross-programme collaboration within The ClementJames Centre is very important. Many clients who were struggling to find work, also struggled with other aspects of their life, for example with their mental health, or in more practical areas of their life, like needing help with benefit or grant applications. Our holistic approach to supporting people across different aspects of their life is crucial to what we do, and in our triage sessions we identify any barriers or challenges people have, and refer them to the most appropriate support. However, we also have strong professional boundaries as an organisation, and if we cannot help in a particular area, then we prioritise building trusted specialist partnerships and links so we can refer elsewhere.

### Wellbeing Support

Our wellbeing service aims to empower individuals with the essential tools and resources needed to improve their mental, emotional, and physical health. We empower people to overcome barriers and challenges, and to engage with their own wellbeing.

The challenge our Wellbeing and Support programme addresses:

- One of the most significant concerns facing RBKC is mental and physical well-being. According to the UK Prosperity Index, RBKC is among the top 20% of local authorities with the highest levels of poor mental wellbeing. Furthermore, in Notting Dale ward, where ClementJames is situated, 68% of households experience at least one form of deprivation (income, education, health or housing) as well as high levels of homelessness and unemployment. These local determinants are widely recognised as significant factors negatively impacting the mental health and cohesion of a community. In addition, our community continues to be deeply affected by the Grenfell Tragedy, which occurred only a few roads away from our centre and remains a significant factor affecting the wellbeing of many of our clients.

What the Wellbeing Support programme offers:

- Regular group workshops: Activities are based around improving health and wellbeing, and providing tools to do this on your own. We run a weekly wellbeing group that provides spotlights on different wellbeing topics. We also run regular Natural Wellbeing and Gardening groups, and Creative Arts groups for all the family.
- Unique Community Events: Getting people together in groups can reduce social isolation, and so we run a yearly self care day and a winter celebration, where people come together to partake in fun activities and enjoy a meal together.
- Women’s Confidence Programme: The project is a six-week course which gives women the opportunity to focus on themselves and explore their needs, aspirations, and ways in which they can successfully achieve their goals in life.

Across this year we supported 175 clients with their wellbeing through our workshops.

- 34 people across the year attended our Women’s Confidence Programme.
- 93% of clients who attended one (or more) of our wellbeing sessions had a positive change in their resilience.

*“The ClementJames Centre really cares about people in the community and offers valued support and guidance when most needed that helps to inspire hope when too many issues overwhelm you in life, which makes it difficult to cope on your own.”*

### Advice and Guidance

We provide free independent advice to RBKC residents, on a range of day to day issues. Our service aims to help people to overcome the barriers, challenges and issues affecting their lives. This aims to remove stress and uncertainty so that they can feel in control and pursue their goals. We offer Information, Advice and Guidance in the form of one-to-one support from a trained advisor, as well as group sessions. We always work to support clients to help themselves and it will be expected that, if they are able, they will work outside of Information, Advice and Guidance appointments to resolve the issue themselves and it is likely their advisor will set them tasks to complete after each session.

The challenge our Advice and Guidance Support programme addresses:

- Our staff have seen a large increase in demand for our Information, Advice & Guidance services as a result of the pandemic and the more recent cost of living crisis, with many people seeking help with rising energy bills, housing issues and benefit claims.
- Both housing instability and financial precarity are longstanding issues in our community. Kensington and Chelsea (RBKC) has the UK’s highest housing prices, and residents spend on average 65% of their income on priority expenses such as housing and utilities. Lower-income residents have no means of meeting the rising costs of living, especially those who already experience financial instability. Consequently, in the last 5 years, more people have been pushed into precarity, with residents claiming in-work benefits in RBKC rising by 46%.
- Financial precarity has profound impacts on housing stability; however, for those seeking support, housing stock in RBKC is minimal. Over two-thirds of people on the housing register in our borough are homeless and living in temporary accommodation. Families with children and people with disabilities face prolonged instability, often waiting over a decade for suitable housing. With the rising pressures of the cost of

living, the number of socially housed tenants in arrears is steadily rising, alongside arrears-related evictions and legal proceedings related to debt.

What our Advice and Guidance Support offers:

- Dedicated one-to-one support: This is provided on a wide range of issues such as housing, benefits, finance and debt. Our service is Advice Quality Standard (AQS) accredited.
- Group Workshops: These sessions cover topics/issues that are regularly occurring for our clients. We organise group workshops so we can share information with a wider audience. It also provides an opportunity for clients to share their experiences and learnings in a non-judgemental and supportive space, reducing anxiety and isolation.
- Emergency food support: We assist people with obtaining vouchers to obtain packages, challenging food poverty.

Across this year we saw 252 clients through our Advice and Guidance support.

- 81% of clients agreed that their quality of life had improved after their issue was resolved.
- 85% of clients agreed that their stress levels related to their issue had decreased after receiving support.
- 91% of clients agreed that after their support, they had more knowledge of support available to them.

Due to the fact that the service is in such high demand, it is crucial that we work with trusted referral partners. As identified in the challenges section, housing is a significant issue in RBKC, and we have a strong relationship with Shelter, who come onsite to give targeted advice once a month. Debt is also an area of need, and Nucleus is an advice service with considerable knowledge in this field. A specialist senior advisor from Nucleus is based on our site once a week. This quote from Nucleus highlights the mutual benefit of this partnership:

*“The partnership with ClementJames has created a collaborative and inclusive space. Clients value the centre’s accommodations for individuals with disabilities, its calming garden, and the warmth of its staff. Many clients face interconnected issues—severe poverty, mental health struggles, and isolation. By working closely with ClementJames, Nucleus has been able to reach individuals who might otherwise be reluctant to seek help. ClementJames’ deep community trust has played a vital role in overcoming these challenges. Together, we have supported hundreds of residents, providing them with tailored advice to help navigate crises and regain stability. Beyond legal aid, this collaboration restores dignity, builds confidence, and empowers individuals to take control of their circumstances. The Nucleus-ClementJames partnership exemplifies the power of community-driven solutions. By combining resources and expertise, the two organisations deliver holistic support to those who need it most. As we reflect on the past three years, I want to thank the ClementJames team for their collaboration. The hundreds of people we’ve helped together would undoubtedly echo that gratitude. This partnership is proof that working together can create real change, and we look forward to continuing to serve the community.”*

### Adult Learning

We have historically provided various courses and supported some of the most vulnerable and marginalised adults in the community including domestic workers and refugees. These classes not only serve as a way to improve skills in English, Maths and ICT, but also are a way of bringing people together and helping them develop skills like communication, confidence and resilience.

The Adult Learning provision has been a key part of the ClementJames service for a number of years, and has helped thousands of adults with English, Maths and ICT. In 2025, we made the very difficult decision to stop providing classes at the Centre and to close the Adult Learning strand. This decision was driven by challenges with funding and delivery, including increases in alternative providers. Clients who attended these classes were supported with their next steps, and helped with the self-determined progression routes. We worked closely with other local organisations who run adult learning provision, and signposted our clients to other classes. Some of the clients that we worked with through this programme still continue to access the centre in other ways, for example through our Wellbeing or Employment programmes.

### Grenfell Tower fire response

The ClementJames Centre is keenly aware that the Grenfell Tower fire has had a lasting impact on the local community. It is with this in mind that we continue to provide support for those affected through our regular provision and have provided more intensive support wherever possible. ClementJames is committed to support this community for as long as needed and we will remain a place of care and service.

### Related activities

The charity works closely in conjunction with other institutions including primary and secondary schools, universities, cultural institutions, other voluntary sector organisations and companies. Other activities that the charity provides for the local community include:

- Community Garden: Providing an outdoor recreational space and classroom.
- Support, Guidance & Training Services for local organisations and individuals.
- Premises: Our location is 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.

### **Plans for the Future**

At the end of 2024 (calendar year), we launched a new strategic plan that sets out our vision to be a leading example of high-quality provision in our local community. This plan gives us a clear direction, regarding how we use our spaces, how we support and train our staff, and how we approach fundraising and growth. It's helping us make confident, informed decisions so that we can continue delivering the best possible experiences for the people we work with.

As we move forward, we've set ourselves five key ambitions for the year ahead:

1. Reaching more people – This year, we aim to support over 3,000 people through our programmes. One area of focus is more wellbeing-based activities that help reduce isolation, boost confidence, and create opportunities for people to connect and build strong networks. Our goal is to make sure everyone who walks through our doors feels seen, supported, and part of a community.
2. Improving our space – We’re taking exciting steps towards improving our facilities through our Capital Project. This will include completing a project brief and starting our fundraising efforts in earnest. In the meantime, we’ll also be making some key short-term upgrades to enhance accessibility and create a more welcoming, trauma-informed environment for both staff and clients.
3. Diversifying our income – To make our work more sustainable, we’re focusing on growing our income from individual giving and corporate sponsorships. By building strong relationships with donors and working closely with businesses that share our values, we can create lasting partnerships that strengthen our impact.
4. Deepening our impact – We’re committed to tackling the root causes of inequality and the barriers that prevent people from thriving. Over the next year, we’ll invest more time and energy in projects that create lasting change, while also taking a closer look at how we measure and understand our impact—so we can keep learning and improving.
5. Supporting our team – Our people are at the heart of everything we do. This year, we’re investing more in staff development and wellbeing, supported by the introduction of a new People and Culture Manager. They will support our Chief Operations Officer in the implementation of a new ‘People Strategy’ to ensure our staff feel valued, supported, and empowered to grow.

## Financial Review

Total expenditure for the year amounted to £1,335,799 (2024: £1,402,454). Total income amounted to £1,340,449 (2024: £1,428,244), meaning that we generated a surplus of £4,650. The two largest elements of income came from The Royal Borough of Kensington and Chelsea £156,169 (2024: £244,571) and IntoUniversity £190,000 (2024: £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 2025 the charity had unrestricted net assets of £776,348 (£776,348 unrestricted funds) (2024: £771,698 unrestricted funds).

The trustees are very grateful to the Royal Borough of Kensington and Chelsea and to all the charitable trusts, 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 2025, the charity held free reserves of £776,348 (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 the cost of living crisis, and consider that it is appropriate to continue to seek to set aside free reserves to cover up to six months’ running costs. Free reserves as at 31 August 2025 are sufficient to meet our forecast for over six months’ running costs in the 2025-2026 financial year. The charity is continuing in its fundraising efforts to increase the level of reserves commensurate with the

increase in annual expenditure. The purpose of the charity's unrestricted 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.
- meet unexpected opportunities which cannot be funded out of normal operating income.
- provide 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 invested at a higher rate of interest in the Church Benevolent Fund account managed by CCLA Investment Management Limited.

### **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, trusts, individuals and public bodies. The great majority of the charity's income is generated from fundraising 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 also participate in silent auctions or raffles, as well as signing up to learn more and become supporters of the centre.

As outlined by the Fundraising Regulator, we will take into account the needs of any potential donor who may be considered vulnerable or in need of care and support to make an informed decision. We will not exploit the trust, lack of knowledge or vulnerable circumstance of any donor at any time. We will not take a donation if we know/have good reason to believe that a person lacks capacity or is in a vulnerable position and cannot make an informed decision to donate.

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 2024-2025.

### **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 financial 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 Statement of Recommended Practice (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 a 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.
- they have taken all steps they ought to have 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.

#### 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 HaysMac LLP or another suitably qualified firm 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 for Charities (SORP 2015) (Second Edition, effective 1 January 2019)

Approved by the trustees on 20/12/2025 ..... and signed on their behalf by:

*Simon Glucina*

..... (Chair)

Simon Glucina

## **Auditor's Report**

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

#### **Opinion**

We have audited the financial statements of St Clement and St James Community Development Project for the year ended 31 August 2025 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows 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 charitable company's affairs as at 31 August 2025 and of the charitable company's net movement in funds, including the 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.

#### **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.

#### **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 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 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 (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 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 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 directors 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 directors' report and from the requirement to prepare a strategic report

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

As explained more fully in the trustees' responsibilities statement set out on page 19, 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Based on our understanding of the charitable company and the environment in which it operates, we identified the principal risks of non-compliance with laws and regulations related to the use of restricted funds and Charity Law, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006, Charities Act 2011 and Charities SORP.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to recognition of income. Audit procedures performed by the engagement team included:

- Inspecting minutes of Trustees' meetings;
- Reviewing allocations and disclosures relating to restricted funds;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals including the control environment and purpose; and
- Challenging assumptions and judgements made by management in their critical accounting estimates. There were no areas within the financial statements that required the Trustees to make significant judgements or estimates during the year.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more the compliance with a law or

financial regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. 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.

A handwritten signature in black ink that reads "J Askew".

Jane Askew (Senior Statutory Auditor)

For and on behalf of HaysMac LLP,  
10 Queen Street Place  
London,  
EC4R 1AG

Date: 23/12/2025

## Statement of Financial Activities

(Including Income and Expenditure Account) For the year to 31 August 2025

		Unrestricted Funds	Restricted Funds	Total 2025 2025	Total 2024 2024
		£	£	£	£
	Notes				
<b>INCOME FROM:</b>					
Donations and legacies	2	618,232	688,844	1,307,076	1,396,393
Other trading activities	3	6,262	0	6,262	6,277
Investments		27,111	0	27,111	25,574
<b>Total Income</b>		<b>651,605</b>	<b>688,844</b>	<b>1,340,449</b>	<b>1,428,244</b>
<b>EXPENDITURE ON:</b>					
Raising funds	4	86,252	0	86,252	75,607
Charitable activities	4,11	560,703	688,844	1,249,547	1,326,847
<b>Total Expenditure</b>		<b>646,955</b>	<b>688,844</b>	<b>1,335,799</b>	<b>1,402,454</b>
<b>Net income</b>		<b>4,650</b>	<b>0</b>	<b>4,650</b>	<b>25,790</b>
<b>Funds brought forward</b>		<b>771,698</b>	<b>0</b>	<b>771,698</b>	<b>745,908</b>
<b>Funds at 31 August</b>		<b>776,348</b>	<b>0</b>	<b>776,348</b>	<b>771,698</b>

The notes on pages 28-40 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 2024 are presented in note 14.

## Balance Sheet for the year ended 31 August 2025

Charity Number: 1009253. Company Registration Number: 2677427.

	Notes	2025 £	2024 £
<b>Fixed Assets</b>	<b>7</b>	0	0
<b>Current Assets:</b>			
Debtors	<b>8</b>	22,098	48,837
Cash at bank & in hand		1,116,325	901,910
		<b>1,138,423</b>	<b>950,747</b>
<b>Creditors:</b>			
Amounts falling due within one year	<b>9</b>	362,075	179,049
<b>Net current assets</b>		<b>776,348</b>	<b>771,698</b>
<b>Net assets</b>		<b>776,348</b>	<b>771,698</b>
<b>The funds of the charity:</b>			
Unrestricted funds: General	<b>10,11</b>	776,348	771,698
Unrestricted funds: Designated	<b>10,11</b>	0.00	0
<b>Unrestricted funds</b>		<b>776,348</b>	<b>771,698</b>

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 and authorised for issue by the Board of Trustees on 20/12/2025 and signed on their behalf by:

*Simon Glucina*

.....  
Simon Glucina

The notes on pages 28-40 form part of the financial statement.

Charity Number: 1009253. Company Registration Number: 2677427.

## Statement of cash flows

Year ended 31 August 2025

Note	2025 £	2024 £
<b>Cash flows from operating activities:</b>		
Net cash provided by operating activities	187,303	24,431
<b>Cash flows from investing activities:</b>		
Interest income	27,111	25,574
<b>Net cash (used in) investing activities</b>	<b>27,111</b>	<b>25,574</b>
Increase in cash and cash equivalents in the year	214,414	50,005
Cash and cash equivalents at the beginning of the year	901,910	851,905
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR</b>	<b>1,116,324</b>	<b>901,910</b>

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

	2025 £	2024 £
Net movement in funds	4,650	25,790
Add back depreciation charge	0	3,389
Deduct interest income	(27,111)	(25,574)
Increase in debtors	26,739	67,905
Increase/(decrease)in creditors	183,025	(47,079)
<b>Net cash provided by operating activities</b>	<b>187,303</b>	<b>24,431</b>

## Notes of the Financial Statement

Continued Year ended 31 August 2025

### 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 the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition, effective 1 January 2019).

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 a 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 that 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 as follows;

- Expenditure is recognised on an accrual basis as a liability is incurred.
- Expenditure includes VAT which cannot be recovered and is reported as part of the expenditure to which it relates.
- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in note 4.

#### VAT

The charity is not registered for VAT.

#### 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.

#### Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees and in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### 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 pension 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 9 members on 31 Aug 2025 (2024:10).

#### 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. There were no areas within the financial statements that required the trustees to make significant judgements or estimates during the year.

## 2. Grants, Donations & Legacies

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
<b>Grants</b>				
<b>Donations &amp; Legacies</b>				
All Aboard Shops	0	3,500	3,500	1,000
AllChild	0	8,187	8,187	18,459
Arts Council England	0	0	0	5,000
Audley Travel	0	0	0	500
Campden Charities	9,000	0	9,000	10,500
City Bridge	0	31,350	31,350	30,000
Childhood Trust	0	15,000	15,000	9,337
Co-op	0	500	500	1,119
Corcoran Foundation	1,000	0	1,000	1,000
Ernst and Young	0	15,000	15,000	15,000
Garfield Weston Foundation	29,167	0	29,167	0
Good Things Foundation	0	6,000	6,000	0
Ground Works UK	0	0	0	1,500
Greenwood Place	23,333	0	23,333	0
Henry Oldfield Trust	0	0	0	4,167
Henry Smith Foundation	0	25,000	25,000	37,200
Hollick Family Foundation	0	10,000	10,000	10,000
IntoUni*	0	190,000	190,000	190,000
Johnson and Johnson	0	0	0	1,600
John Lyon's	0	2,200	2,200	3,000
KCSC	1,295	13,644	14,939	24,718
K&C Foodbank	1,650	0	1,650	0
K&C Foundation	0	40,000	40,000	46,000
MariaMarina	0	13,333	13,333	0
Mercers' Company	0	25,000	25,000	25,000
Michael Page	0	0	0	300
National Lottery Community Fund	0	122,500	122,500	110,000
Newby Trust	0	0	0	10,000
Anonymous	100,000	0	100,000	100,000
Souter Charitable Trust	2,000	0	2,000	3,000
SUEZ	25,000	0	25,000	30,000
TAM Asset Management	0	0	0	12,710
The Alchemy Trust	0	1,000	1,000	0
The Banham Foundation	0	10,000	10,000	0
The Belpech Trust	2,500	0	2,500	5,000
The Dischma Chritable Trust	0	5,000	5,000	0
The Drapers' Charitable Fund	0	0	0	15,000
The Gosling Foundation	0	10,000	10,000	833
The Grace Trust	0	3,000	3,000	2,000
The Grenfell Foundation	0	0	0	7,528

The Grove Trust	0	18,750	18,750	0
The Headley Trust	25,000	0	25,000	25,000
The Helen Hamlyn	0	2,667	2,667	1,333
The Hiscox Foundation	0	0	0	25,000
The John Horseman Trust	5,000	0	5,000	0
The Lord Faringdon Charitable Trust	0	1,000	1,000	0
The Julia & Hans Rausing	60,000	2,500	62,500	27,500
The Leigh Trust	0	2,000	2,000	2,000
The Lightbulb Trust	0	15,000	15,000	30,000
The Linbury Trust	0	10,000	10,000	50,000
The North Kensington Community Energy	0	0	0	500
The Ogden Trust	0	0	0	5,000
The Pat Newman Memorial Trust	750	0	750	0
The Peter Stebbings Memorial Charity		8,333	8,333	0
The Peter Stormonth Darling Charitable Trust	0	4,167	4,167	2,708
The Progress Foundation	0	15,000	15,000	15,000
The Royal Borough of Kensington & Chelsea	125,589	30,580	156,169	244,571
The Trussell Trust	0	0	0	600
The Sobel Foundation	20,000	0	20,000	20,000
The Tudor Trust	37,500	0	37,500	0
Thomas's Schools Foundation	0	0	0	3,000
Toast Brewing	0	0	0	1,000
Westway Development Trust	0	1,000	1,000	0
William Allen Young Trust	0	2,855	2,855	2,379
Worshipful Company of International Bankers	1,000	8,000	9,000	9,000
Worshipful Company of Chartered Secretaries and Administrators	0	0	0	2,000
W O Street Charitable Foundation	0	0	0	2,667
Wyseliot	0	4,000	4,000	4,000
Young K&C	0	12,778	12,778	0
29th May 1961 Charitable Trust	5,000	0	5,000	5,000
Individual donations	143,448	0	143,448	186,664
<b>Total</b>	<b>618,232</b>	<b>688,844</b>	<b>1,307,076</b>	<b>1,396,393</b>

## 2a. Grants, Donations & Legacies 2024 Comparison

	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total 2024</i>	<i>Total 2023</i>
<i>Grants</i>	£	£	£	£
<b><i>Donations &amp; Legacies</i></b>				
<i>ABN Amro Bank</i>	0	0	0	440
<i>All Aboard Shops</i>	0	1,000	1,000	500
<i>Arts Council England</i>	0	5,000	5,000	0
<i>Audley Travel</i>	0	500	500	750
<i>BBC Children in Need</i>	0	0	0	22,744
<i>Campden Charities</i>	10,500	0	10,500	9,000
<i>City Bridge</i>	0	30,000	30,000	0
<i>Charities Aid Foundation</i>	0	0	0	77,778
<i>Chelsea Rotary Fund</i>	0	0	0	100
<i>Childhood Trust</i>	0	9,337	9,337	0
<i>Co-op</i>	0	1,119	1,119	0
<i>Corcoran Foundation</i>	1,000	0	1,000	2,000
<i>DE Group</i>	0	0	0	749
<i>Dunnhumby</i>	0	0	0	224
<i>Enterprise Holdings Foundation</i>	0	0	0	2,000
<i>Esmee Fairbairn Foundation</i>	0	0	0	15,000
<i>Ernst and Young</i>	0	15,000	15,000	15,000
<i>Ground Works UK</i>	0	1,500	1,500	0
<i>Henry Oldfield Trust</i>	0	4,167	4,167	5,833
<i>Henry Smith Foundation</i>	0	37,200	37,200	62,800
<i>Hollick Family Foundation</i>	0	10,000	10,000	10,000
<i>IntoUni*</i>	0	190,000	190,000	190,000
<i>Johnson and Johnson</i>	0	1,600	1,600	0
<i>John Lyon's</i>	0	3,000	3,000	0
<i>KCSC</i>	0	24,718	24,718	32,652
<i>K&amp;C Foundation</i>	0	46,000	46,000	46,500
<i>L&amp;Q Place Makers Fund</i>	0	0	0	5,000
<i>Mercers' Company</i>	0	25,000	25,000	29,000
<i>Michael Page</i>	0	300	300	0
<i>National Lottery Community Fund</i>	0	110,000	110,000	65,274
<i>Newby Trust</i>	10,000	0	10,000	0
<i>Anonymous</i>	100,000	0	100,000	50,000
<i>Souter Charitable Trust</i>	3,000	0	3,000	3,000
<i>SUEZ</i>	0	30,000	30,000	1,980
<i>TAM Asset Management</i>	12,710	0	12,710	0
<i>The Belpech Trust</i>	2,500	2,500	5,000	2,500
<i>The Drapers' Charitable Fund</i>	0	15,000	15,000	0
<i>The Gosling Foundation</i>	0	833	833	4,167

<i>The Grace Trust</i>	2,000	0	2,000	0
<i>The Grenfell Foundation</i>	2,028	5,500	7,528	1,753
<i>The Headley Trust</i>	25,000	0	25,000	0
<i>The Helen Hamlyn</i>	0	1,333	1,333	0
<i>The Hiscox Foundation</i>	0	25,000	25,000	0
<i>The Julia &amp; Hans Rausing</i>	0	27,500	27,500	0
<i>The Leigh Trust</i>	2,000	0	2,000	0
<i>The Lightbulb Trust</i>	0	30,000	30,000	15,000
<i>The Linbury Trust</i>	0	50,000	50,000	55,000
<i>The North Kensington Community Energy</i>	0	500	500	0
<i>The Ogden Trust</i>	0	5,000	5,000	5,000
<i>The Peter Stormonth Darling Charitable Trust</i>	0	2,708	2,708	5,625
<i>The Progress Foundation</i>	0	15,000	15,000	12,500
<i>The Royal Borough of Kensington &amp; Chelsea</i>	130,442	114,129	244,571	315,467
<i>The Trussell Trust</i>	0	600	600	0
<i>The Sobel Foundation</i>	20,000	0	20,000	0
<i>Thomas's Schools Foundation</i>	0	3,000	3,000	3,000
<i>Toast Brewing</i>	0	1,000	1,000	0
<i>West London Zone</i>	0	18,459	18,459	23,750
<i>William Allen Young Trust</i>	0	2,379	2,379	476
<i>Worshipful Company of International Bankers</i>	1,000	8,000	9,000	1,000
<i>Worshipful Company of Chartered Secretaries</i>	0	2,000	2,000	0
<i>W O Street Charitable Foundation</i>	0	2,667	2,667	1,333
<i>Wyseliot</i>	0	4,000	4,000	4,000
<i>29th May 1961 Charitable Trust</i>	5,000	0	5,000	5,000
<i>Individual donations</i>	186,664	0	186,664	226,237
<b>Total</b>	<b>513,844</b>	<b>882,549</b>	<b>1,396,393</b>	<b>1,330,132</b>

### 3. Other Trading Activities

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
Rentals	5,400	0	5,400	5,483
Miscellaneous	862	0	862	794
<b>Total</b>	<b>6,262</b>	<b>0</b>	<b>6,262</b>	<b>6,277</b>

All other trading income in 2025 & 2024 was unrestricted.

### 4. Total Expenditure

	Staff Costs	Direct Costs	Support Costs	Total 2025	Total 2024
	£	£	£	£	£
Raising funds	86,252	0	0	86,252	75,607
<b>Charitable Activities</b>					
Capital	0	0	21,568	21,568	12,250
Adult Learning	176,637	11,134	23,908	211,679	219,732
Children & Young People	443,555	34,358	59,974	537,887	478,603
Depreciation	0	0	0	0	3,389
Employment Support	135,122	7,252	18,306	160,680	308,081
Wellbeing and Support	254,650	14,718	34,427	303,795	295,971
<b>Governance</b>					
Misc Expenditure	0	0	0	0	(3,789)
External Audit	0	0	12,300	12,300	11,220
Trustees Indemnity Insurance	0	0	1,638	1,638	1,390
	<b>1,009,964</b>	<b>67,462</b>	<b>172,121</b>	<b>1,249,547</b>	<b>1,326,847</b>
<b>Total expenditure</b>	<b>1,096,216</b>	<b>67,462</b>	<b>172,121</b>	<b>1,335,799</b>	<b>1,402,454</b>

#### 4a. Total Expenditure 2024 Comparison

	<i>Staff Costs</i>	<i>Direct Costs</i>	<i>Support Costs</i>	<i>Total 2024</i>	<i>Total 2023</i>
	£	£	£	£	£
<i>Raising funds</i>	75,607	0	0	75,607	73,755
<b>Charitable Activities</b>					
<i>Capital</i>	0	0	12,250	12,250	20,109
<i>Adult Learning</i>	185,140	13,872	20,720	219,732	227,570
<i>Children &amp; Young People</i>	403,636	32,027	42,940	478,603	337,244
<i>Depreciation</i>	0	0	0	3,389	3,650
<i>Employment Support</i>	267,723	10,655	29,703	308,081	357,611
<i>Wellbeing and Support</i>	251,442	14,508	30,021	295,971	281,082
<b>Governance</b>					
<i>Misc Expenditure</i>	0	0	0	(3,789)	337
<i>External Audit</i>	0	0	11,220	11,220	10,200
<i>Trustees Indemnity Insurance</i>	0	0	1,390	1,390	1,347
	<b>1,107,941</b>	<b>71,062</b>	<b>148,244</b>	<b>1,326,847</b>	<b>1,239,150</b>
<b>Total expenditure</b>	<b>1,183,548</b>	<b>71,062</b>	<b>148,244</b>	<b>1,402,454</b>	<b>1,312,905</b>

#### 4b. Analysis of Support Costs

	<b>Total 2025</b>	<b>Total 2024</b>
	£	£
Repairs and Maintenance	45,785	44,412
Gifts and Events	2,257	7,126
Legal Professional Fees	29,528	21,710
Rent	21,000	18,500
Insurance	12,116	12,784
Advertising	5,881	3,540
Other	33,985	40,172
<b>Total Support Costs</b>	<b>150,552</b>	<b>148,244</b>

#### 5. Net Income for the Year

	<b>Total 2025</b>	<b>Total 2024</b>
	£	£
This is stated after charging/crediting		
Auditors remuneration (including VAT)		
Audit	12,300	11,220
<b>Total</b>	<b>12,300</b>	<b>11,220</b>

No Trustee received remuneration in the current or prior year.

## 6. Staff Costs

	Total 2025	Total 2024
	£	£
<b>Staff Costs were as follows:</b>		
Salaries and wages	948,100	1,034,506
Social security costs	86,183	90,986
Pension contributions	49,077	46,798
Other staff costs	12,856	11,258
<b>Total</b>	<b>1,096,216</b>	<b>1,183,548</b>

One employee received more than £60,000 - £70,000 during the year (2024: £60,000-£70,000 one).  
The employee is part of the charity's Aviva pension scheme.

The total cost to the charity of employing its key management personnel of the charity was £419,399 (2024: £392,149). The key management personnel of the charity are considered to be the 4 programme managers, Operations 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.

Termination payments in the year totalled £24,246 (2024: Nil).

### 6a. Staff Numbers

	Total 2025	Total 2024
	Number	Number
Project delivery staff	20	22
Management & support staff	12	12
<b>Total</b>	<b>32</b>	<b>34</b>

## 7. Debtors

	Total 2025	Total 2024
	£	£
Accrued income	22,031	46,762
Other debtors	67	2,075
<b>Total</b>	<b>22,098</b>	<b>48,837</b>

## 8. Creditors

### Amounts falling due within one year

	Total 2025	Total 2024
	£	£
Accruals	55,084	29,465
Deferred income	285,306	126,604
Other taxes and social security	21,685	22,980
	362,075	179,049

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

	Total 2025	Total 2024
	£	£
Analysis of deferred income:		
Balance brought forward 1 September 2024	126,604	184,592
Released to SOFA during the year	(126,604)	(184,592)
Amount deferred during the year	285,306	126,604
Balance at 31st August 2025	285,306	126,604

## 9. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2025
	£	£	£
Fixed assets	0	0	0
Current assets	1,138,423	0	1,138,423
Current liabilities	(362,075)	0	(362,075)
<b>Net current assets at 31 August 2025</b>	<b>776,348</b>	<b>0</b>	<b>776,348</b>

## 10. Designation and Restriction of funds 2025

		at 31 Aug 2024	Income	Expenditure	at 31 Aug 2025
Programme Designation:		£	£	£	£
Capital					
	Restricted	0	0	0	0
	Unrestricted	0	21,568	(21,568)	0
			<b>21,568</b>	<b>(21,568)</b>	
Adult Learning					
	Restricted	0	26,855	(26,855)	0
	Unrestricted	0	202,357	(202,357)	0
			<b>229,212</b>	<b>(229,212)</b>	
Children and Young People					
	Restricted	0	381,585	(381,585)	0
	Unrestricted	0	200,285	(200,285)	0
			<b>581,870</b>	<b>(581,870)</b>	
Employment Support					
	Restricted	0	119,000	(119,000)	0
	Unrestricted	0	55,106	(55,106)	0
			<b>174,106</b>	<b>(174,106)</b>	
Wellbeing & Support					
	Restricted	0	161,404	(161,404)	0
	Unrestricted	0	167,639	(167,639)	0
			<b>329,043</b>	<b>(329,043)</b>	
General Fund					
	Restricted	0	0	0	0
	Unrestricted	771,698	4,650	0	776,348
			<b>4,650</b>	<b>0</b>	
Total Restricted		0	688,844	(688,844)	0
Total Unrestricted		771,698	651,605	(646,955)	776,348
Total funds			<b>1,340,449</b>	<b>(1,335,799)</b>	

## 10a. Designation and Restriction of funds 2024 Comparison

		at 31 Aug		at 31 Aug	
		2023	Income	Expenditure	2024
<b>Programme</b>	<b>Designation:</b>	£	£	£	£
<i>Capital</i>					
	<i>Restricted</i>	0			0
	<i>Unrestricted</i>	0	12,250	(12,250)	0
			<b>12,250</b>	<b>(12,250)</b>	
<i>Adult Learning</i>					
	<i>Restricted</i>	0	22,879	(22,879)	0
	<i>Unrestricted</i>	0	210,814	(210,814)	0
			<b>233,693</b>	<b>(233,693)</b>	
<i>Children and Young People</i>					
	<i>Restricted</i>	0	314,251	(314,251)	0
	<i>Unrestricted</i>	0	188,490	(188,490)	0
			<b>502,741</b>	<b>(502,741)</b>	
<i>Employment Support</i>					
	<i>Restricted</i>	0	325,070	(325,070)	0
	<i>Unrestricted</i>	0	10,590	(10,590)	0
			<b>335,660</b>	<b>(335,660)</b>	
<i>Wellbeing &amp; Support</i>					
	<i>Restricted</i>	0	220,349	(220,349)	0
	<i>Unrestricted</i>	0	94,372	(94,372)	0
			<b>314,721</b>	<b>(314,721)</b>	
<i>Designated Fund (Fixed Asset)</i>					
	<i>Restricted</i>	0	0	0	0
	<i>Unrestricted</i>	3,389	0	(3,389)	0
			<b>0</b>	<b>(3,389)</b>	
<i>General Fund</i>					
	<i>Restricted</i>	0	0	0	0
	<i>Unrestricted</i>	742,519	29,179	0	771,698
			<b>29,179</b>	<b>0</b>	
<i>Total Restricted</i>		0	882,549	(882,549)	0
<i>Total Unrestricted</i>		745,908	545,695	(519,905)	771,698
<i>Total funds</i>			<b>1,428,244</b>	<b>(1,402,454)</b>	

## 11. Accommodation

The charity leases its main building at a peppercorn rent from the Church and additional premises from the Church at a rate that would not be available on the open market. 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.

## 12. Control

The charity has no individual who can exercise ultimate control.

## 13. Related party transaction

During the period the charity received grants from IntoUni totalling £190,000.

The aggregate of donations received from the Trustees & related parties in the year was £434 (2024 £6,607).

At year end, a balance of £7,444 was owed to IntoUni by the charity and a balance of £436 was owed to the charity by IntoUni.

## 14. Statement of Financial Activities Comparisons AT 31 AUGUST 2024

		<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total 2024</i>	<i>Total 2023</i>
		£	£	£	£
	<i>Notes</i>				
<b>INCOME FROM:</b>					
<i>Donations and legacies</i>	2	513,844	882,549	1,396,393	1,330,132
<i>Other trading activities</i>	3	6,277	0	6,277	6,862
<i>Investments</i>		25,574	0	25,574	3,520
<b>Total Income</b>		<b>545,695</b>	<b>882,549</b>	<b>1,428,244</b>	<b>1,340,514</b>
<b>EXPENDITURE ON:</b>					
<i>Raising funds</i>	4	75,607	0	75,607	73,755
<i>Charitable activities</i>	4,11	444,298	882,549	1,326,847	1,239,150
<b>Total Expenditure</b>		<b>519,905</b>	<b>882,549</b>	<b>1,402,454</b>	<b>1,312,905</b>
<b>Net income</b>		<b>25,790</b>	<b>0</b>	<b>25,790</b>	<b>27,609</b>
<b>Funds brought forward</b>		<b>745,908</b>	<b>0</b>	<b>745,908</b>	<b>718,299</b>
<b>Funds at 31 August</b>		<b>771,698</b>	<b>0</b>	<b>771,698</b>	<b>745,908</b>

**ST CLEMENT & ST JAMES COMMUNITY DEVELOPMENT PROJECT**

England & Wales - Charity number 1009253

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# Accounts

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Equipping the Community for Success

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 2024**

Company number: 2677427  
Charity number: 1009253

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

## Letter from the Chair

Dear friends and supporters of ClementJames,

As we reflect on the past year, I would like to express my gratitude for the support and dedication of all those in the ClementJames community. Our services providing educational, employment and wellbeing support to young people and adults in the community, continue to impact the lives of many individuals and families.

We have achieved strong results across our programmes, with approximately 2,500 people accessing our services. Notably within our IntoUniversity service, we engaged with over 1300 young people, highlighting the reach and impact of our efforts. Additionally, our advice and guidance strand has once again exceeded targets, demonstrating our commitment to meeting the needs of those we serve, and doing all we can to make sure that they can access required services.

A real strength this year has been our partnerships with organisations such as Shelter and Nucleus, which provide invaluable housing and debt advice, and Coram, which supports our youth services. These collaborations have established us as a trusted partner, fostering meaningful relationships within our community and enhancing the support we can offer as the issues faced in many cases become more complex.

One of the highlights of the year was the Leighton House event, which raised over £50,000. It was inspiring to hear from our clients, sharing their experiences and how our programmes have made a difference in their lives and the lives of their families. Events like these remind us of the profound impact we can have together.

The backdrop for charities such as ours remains demanding: the significant increase in the cost-of-living continues to be difficult, with both fundraising and operating environments harder, which all contribute to more challenging circumstances for our staff. I would like to recognise their resilience in so many situations, continuing to put clients' interests and ClementJames' mission first. In particular, I would like to thank Damir Solebo, Chief Executive Officer, Esther Pickering, Chief Programmes Officer, and Leo Reid, Chief Operating Officer, who together as the Senior Management Team have led the charity so well this year. I would also like to thank the board for all their contributions and welcome our new board members—Helen Anthony, Johanna Weston and Neil Wilson — who bring their unique respective specialisms in HR, safeguarding and site development to our organisation. Their insights and expertise will undoubtedly strengthen our work. We are also grateful to Sophie Lewisohn, Adekunle Awodele, Manuel de Souza Girão, Symone Williams and Richard Ryan for their valuable contributions during their time with us.

I also want to thank the people and organisations outside of ClementJames who do so much to support us in achieving our ambitions. This includes our donors, funders and partners, and our volunteers who are an integral part of our service.

As we close this chapter and prepare for the next, I encourage you to stay connected with us. Your ideas, involvement and support are invaluable to our mission. Together we can continue to equip our clients for success, and work towards our vision of a community achieving its full potential, because everyone gets the opportunity to realise their ambitions.

Simon Glucina

Chair of Trustees

**REPORT OF THE TRUSTEES**  
**Year ended 31 August 2024**



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**Year ended 31 August 2024**



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## Introduction

The trustees present their report and audited financial statements for the year ended 31 August 2024.

- **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

## Board and Committees

<b>Trustees</b>	
Adekunle Awodele	Resigned 04/03/2024
Vanessa Casey	
Saqlain Choudhary	
Manuel de Souza Girão	Resigned 07/12/2023
Simon Glucina (Chair)	
Setor Lassey	
Sophia Lewisohn (Chair)	Resigned 07/12/2023
Richard Ryan	Resigned 01/11/2024
Katherine Soanes	
Rev’d Gareth Wardell	
Symone Williams	Resigned 15/05/2024
Helen Anthony	Appointed on 12/03/2024
Neil Wilson	Appointed on 12/03/2024
Johanna Weston	Appointed on 08/07/2024
<b>Audit and Risk Committee</b>	
Setor Lassey (Chair)	
Richard Ryan	
Simon Glucina	
Helen Anthony	
<b>Capital Development Committee</b>	
Neil Wilson (Chair)	
Simon Glucina	
Katherine Soanes	
Rev’d Gareth Wardell	
<b>Fundraising &amp; Development Committee</b>	
Katherine Soanes (Chair)	

Saqlain Choudhary	
Johanna Weston	
<b>Nominations &amp; Remuneration Committee</b>	
Vanessa Casey (Chair)	
Katherine Soanes	
<b>Investment Committee</b>	
Richard Ryan (Chair)	
Setor Lassey	
<b>People and Culture Committee</b>	
Helen Anthony (Chair)	
Saqlain Choudhary	
Simon Glucina	
<b>Senior Leadership Team</b>	
Joss Cullen (Hub Manager)	Resigned 04/10/2024
Jill Watson (Hub Manager)	
Alice Kilpatrick (IUNK Centre Leader)	Resigned 31/08/2024
Charlotte Devitt (Ops Manager)	
Gigi Jones (Adult Learning)	Appointed on 03/01/2024
<b>Senior Management Team</b>	
Dami Solebo (Chief Executive Officer)	
Leo Reid (Chief Operations Officer)	
Esther Pickering (Chief Programmes Officer)	

## Bankers

- CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ
- CCLA Investment Management Limited, The CBF Church of England Funds, 80 Cheapside, London EC2V 6DZ
- Lloyds, 25 Gresham Street, London, EC2V 7HN

## Auditors

- HaysMac LLP, 10 Queen Street Place, London EC4R 1AG

## 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 Norland; 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 review of the trustees to ensure a broad range of skills and 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). Once they have 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 receives CVs, shortlists candidates and conducts interviews. Successful candidates are invited to join the trustees, subject to references, background / DBS checks 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 Strategy Day to evaluate existing services, set targets for future provision and develop strategic objectives.

## **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.

Trustees have identified risks ranging from internal operational risks (e.g. staff and governance, safeguarding, financial risks) to external risk (e.g. macroeconomic, political, reputational.). The trustees are 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.

The charity faces risks across data protection, financial stability, staff wellbeing, and cybersecurity. To mitigate these, it ensures compliance with data regulations through designated leadership, regular training, and secure systems. Financial risks from major expenditures or funding loss are managed by diversifying income, maintaining reserves, and obtaining Trustee approval for critical spending. For capital projects, adequate funding is secured prior to work, with ongoing oversight to prevent disruptions. Staff wellbeing is supported through counselling, monitoring, and dedicated roles, while cybersecurity is strengthened via robust policies, training, and multi-factor authentication. Regular reviews and prudent planning underpin the charity's approach to managing these risks effectively.

## Organisational Structure

During the year the board met five times; these meetings also included 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 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, Dami Solebo, who reports directly to the Chair 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. **IntoUni** Head Office is based in offices rented from the Parish at 95 Sirdar Road, London, W11. **IntoUni** contributed £190,000 towards the **IntoUniversity** programme at The ClementJames Centre from 1 September 2023 to 31 August 2024. The **IntoUniversity** work of The ClementJames Centre is therefore affiliated to, and receives grants from **IntoUni**, but remains under the governance of The ClementJames Centre and the management of The ClementJames Centre's chief executive. **IntoUni** refers to the **IntoUni** programme at The ClementJames Centre as "**IntoUniversity North Kensington**" ("**IUNK**").

## 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.

## Management

Salaries for key management personnel are set by the Remunerations Committee, a subcommittee of the trustee board. The Committee reviews other local and national organisations to ensure that salaries are appropriate (taking benchmarking with other charities of a similar size into consideration). Salaries are reviewed annually.

## Staff

The trustees would like to thank The ClementJames Centre's amazing staff, without whom none of the charity's achievements would be possible. Their dedication, commitment and determination has ensured that the charity has remained a positive and crucial resource for the people of North Kensington and the wider community.

## Volunteers

In addition, the trustees would like to thank the dedicated volunteers, of whom there are over 100. These volunteers provide a vital service in a range of activities from regularly assisting students during Academic Support sessions to mentoring our adult clients and helping at our gardening club.

## 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 Notting Dale St James Norland or any united parish comprising St Clements Notting Dale St James Norland 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 in North Kensington. 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 aims to reduce 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 and Community Learning courses.

#### **The challenges our Adult Learning programme addresses:**

- According to the 2021 Census, over 3,400 residents of Kensington & Chelsea do not speak English at all or cannot speak the language well;
- Many local English for Speakers of Other Languages (ESOL) adult learners have had negative learning experiences in the past;
- Many local ESOL adult learners are struggling to interact with their community, their children’s school, the doctor, etc.;
- Many local ESOL adult learners are intimidated by formal learning environments
- Over 12,000 people are digitally excluded in RBKC

In addition, recent research has highlighted the uneven distribution of English skills and proficiency in the borough, with residents in the northern wards of the borough, where our centre is located, having lower levels of English proficiency and being more likely to have no qualifications. RBKC also has a high number of households where English is not spoken as a first language. Low levels of English at home mean that many parents and guardians may find it challenging to provide their children with support for their school work at home, making it even more difficult for young people to catch up. Digital inclusion is also a considerable issue in RBKC, with estimates of over 12,000 people having unequal access and capacity to technologies to fully participate in society.

### What our Adult Learning programme offers:

- **Functional Skills English classes** Accredited Functional Skills English (“FSE”) courses 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. All classes take place in a friendly and welcoming environment to ensure students feel comfortable;
- **Functional Skills Maths classes** Accredited Functional Skills Maths courses 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 support learners to develop their ICT skills and help improve learners’ employability;
- **Community Learning Classes** A wide range of courses offer several preparation options to get learners ready for Functional Skills qualifications; and
- **Advice and Guidance** Students can 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 challenges our Children & Young People’s Education programme addresses:**

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

- They do far less well at school;
- Are less likely to go to university; and
- Have worse prospects in the labour market.

These young people lack the educational support and aspiration that is often taken for granted in other homes. In addition, a lack of capacity in local schools for 1:1 support means many young people risk falling further behind and as a result disengaging from education.

#### **What our 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 children aged 7 to 18 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;
- **Primary and Secondary 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 give the students the chance to experience a diverse range of careers and skills through workshops led by professionals.
- **Mentoring:** The charity works with the University of London and a range of other universities to provide mentors to The ClementJames Centre. 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 encouraging 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 12 students 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; and
- **Summer Carnival Arts** 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 celebrating the Notting Hill Carnival

### 3. Early intervention

We provide a range of services and programmes to young people with behavioural, emotional and learning challenges, making them more likely to have their education significantly disrupted.

#### **The challenges our Early Intervention programme addresses:**

- RBKC has one of the highest suspension rates in London, causing significant disruption and social exclusion
- Schools are supporting growing numbers of young people with special educational needs
- North Kensington and in particular Notting Dale has a high proportion of parents who have language barriers and/or may feel intimidated in school settings, making it difficult to understand school guidance and decisions

#### **What our Early Intervention programme offers:**

- A dedicated information and support service for young people and their families facing school exclusions offered on a 1-2-1 basis. We provide legal support and guidance with identifying mental health and developmental issues through a partnership with Coram.
- Group mentoring programmes supporting young people to build confidence, self-awareness and improve peer relationships
- Career workshops giving young people the skills to be connected with training and employment opportunities
- Residentials helping young people discover new interests and talents in creative environments
- 1:1 counselling sessions for young people to help them manage trauma, low self-esteem and emotional regulation

### 4. 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 challenges our Employment Support programme addresses:**

- There has been an increase in the number of unemployed adults and young people in the area surrounding the centre. The unemployment rate in RBKC is 5.9% as of December 2023, more than 2 percentage points higher than the 2022 figure
- Unemployment rates are higher in Kensington & Chelsea than across London, and the percentage of people in Notting Dale who have never worked is almost 10 percentage points higher than the London average

- Growing numbers of people are facing complex issues that need resolving before they are ready for the labour market

#### What the Employment Support programme offers:

- **A needs assessment** Identifying transferable skills and training needs;
- **Benefit & work advice** including addressing potential challenges to work, e.g. low confidence, lack of interview knowledge, etc;
- **Job & training search** Identifying long-term job opportunities and sectors where there are job opportunities;
- **Interview, CV and application preparation;** and
- **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;
- **Outreach** Involving employment/training support offered at other local community organisations;
- **Interview Skills Days** Corporate volunteering days where staff from business work with clients to increase their confidence, presentation and interview skills;
- **Youth Employment Programme** For 16-24 year olds including one-to-one support and coaching;
- **School's provision** To develop workplace skills and confidence for young people seeking work after leaving school.

#### 5. Support & Wellbeing

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 challenge our Wellbeing & Support programme addresses:

- Our staff have seen a large increase in demand for our Information, Advice & Guidance services as a result of the pandemic and the more recent cost of living crisis, with many people seeking help with rising energy bills, housing issues and benefit claims. The number of clients accessing emergency support from ClementJames, e.g. foodbank vouchers, has more than doubled since 2022.
- As many clients face a range of barriers affecting their ability to progress, it is not enough for us to provide 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 our Wellbeing & Support programme offers:

- **Advice and Guidance** Support is provided on a wide range of issues such as housing, benefits, education, finance and debt;
- **Health and Wellbeing** Services at the centre include activities such as gardening, creative sessions and a weekly Wellbeing Group. With the support of other organisations we also provide spotlights on different wellbeing topics such as yoga, and run our Nature Wellbeing Group; and
- **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

The ClementJames Centre is keenly aware that the Grenfell Tower fire has had a lasting impact on the local community. It is with this in mind that we continue to provide support for those affected through our regular provision and have provided more intensive support wherever possible. ClementJames is committed to support this community for as long as needed and we will remain a place of care and service.

## 6. Related activities

The charity works closely in conjunction with other institutions including primary and secondary schools, universities, cultural institutions, other voluntary sector organisations and companies. Other activities that the charity provides for the local community include:

- **Community Garden** Providing an outdoor recreational space and classroom;
- **Support, Guidance & Training** Services for local organisations and individuals; and
- **Premises** Our location is 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 2023-2024, the charity supported **1,537** children and young people (2022-23: 1,624) and **855** adults (2022-23: 870) 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 principal sources of funding have been the local authority and trusts.

During the academic year 2023-2024, ClementJames activities included:

### **Adult Learning**

- **129** students studied with us on the Adult Learning Programme throughout the year (2022-23: 131). Of those who completed their course, 88% of students achieved the course outcomes;
- **All** students also received Information, Advice and Guidance upon enrolment;
- **21** Adult Learning courses were offered throughout the year, providing accreditation to the majority of students and increasing employment and further education opportunities;
- **76%** of learners who completed our accredited English courses achieved their accreditation and **94%** of learners who completed our non-accredited English courses achieved the outcomes of the course;
- **100%** of learners who completed our accredited Maths course achieved their accreditation and **100%** of learners who completed our non-accredited Maths course achieved the outcomes of the course; and
- **74%** of learners who completed our accredited ICT courses achieved their accreditation and **96%** of learners who completed our non-accredited ICT courses achieved the outcomes of the course.

## Children & Young People's Education

- **207** IntoUniversity students attended 3 or more academic support sessions (2022-23: 218), **1,161** students took part in our Primary or Secondary FOCUS programmes. (2022-23: 1,243);
- **151** participated in holiday or out-of-school FOCUS workshops (2022-23: 186);
- **121** students benefited from the mentoring or buddy schemes (2022-23: 143);
- **73%** of our Year 13 students progressed directly to university, employment, training or apprenticeships;
- **52** Literacy and Numeracy students made a year's progress in either their Maths or Numeracy in just nine weeks;
- **63%** of Academic Support students reported improved school grades;
- **65%** of Academic Support students reported improved confidence;
- **67%** of Academic Support students said they are 'more likely to go to university'; and
- **102** children and young people received intensive numeracy and literacy support (2022-23: 153).

## Early Intervention

- **42** young people at risk of permanent exclusion from education and their families received 1-2-1 advocacy support during the exclusions process (2022-23: 22);
- **35** young people attended a series of employment-based workshops and received one-to-one support on future options (2022-23: 28);
- **33** young people attended workshops designed to build confidence, develop skills and improve relationships (2022-23: 49); and
- **6** children received long term support from our Children and Young People's Counsellor (2022-23: 5).

## Employment Support

- **169** clients received Employment Support (2022-23: 196)
- Of the Employment clients asked, after attending 1-2-1 appointments **79%** had increased their knowledge of search tools, **58%** felt their job search determination had increased, and **67%** had increased their knowledge of the steps they needed to take to reach their employment goals; and
- **42** clients benefited from six successful Interview Skills Days where a team of business volunteers worked with a number of our clients on a one-day challenge designed to develop skills, build confidence and manage under pressure (2022-23: 60).

## Advice Support

- **269** local people received information, advice and guidance (2022-23: 292); Our staff helped our clients to resolve 208 advice issues (2022-23: 296) and made 71 referrals to specialist providers (2022-23: 124).

## Wellbeing Support

- **283** adults attended a range of health and wellbeing workshops and events such as a community gardening group, confidence building workshops, a wellbeing fair and creative wellbeing sessions (2022-23: 269). After attending wellbeing provision, clients reported improvements in three key areas: increased confidence, resilience and support networks;
- **140** adults benefitted from the Wellbeing Clinic (2022-23: 149). 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;

- **39** women participated in the Women's Confidence Programme, which includes a 6-week course and a graduation day (2022-23: 26).

## Plans for the Future

In 2024, we are producing a new strategic plan that will outline our aims and ambitions over the next 5 years. The voluntary sector, and in particular the North Kensington voluntary sector, has profoundly changed over the last 7 years and it is essential that ClementJames' services and intentions adapt and evolve. In line with this new strategic plan we will be adopting new values and objectives. A summary of the Strategic Plan aims is as follows:

- **Prioritising Diversity, Equality and Inclusion, building on the strides that we made last year:** We will create a new strategy, with updated pillars, objectives, and training modules for staff, management and the Trustee Board;
- **Ensuring that we have an extensive fundraising strategy, enabling us to reach our income generation targets:** In order to do this, we need to increase our fundraising pipeline and build more meaningful relationships with individuals and organisations prepared to invest in our future;
- **Ensuring that we develop and adapt programmes based on an analysis of needs:** In 2024, we appointed a new Impact and Evaluation lead, which has enabled us to create stronger frameworks for evaluation and monitoring;
- **Progressing our Capital Project campaign:** We will ensure that we are able to make suitable improvements to the ClementJames space, enabling us to offer a safe, universally accessible, welcoming and trauma-informed environment;
- **Ensuring that ClementJames builds meaningful partnerships to improve our services and also improve the wider voluntary and community sector:** We recognise that in order to achieve our overall goal we need to work with like minded organisations to co-produce programmes, share learning and ensure non-replication of services;
- **Ensuring we have appropriate policies and practices to respond to challenges and issues preventing the necessary retention and development of staff and safety of clients:** We want to ensure that staff understand policies and responsibilities commensurate to their position and are meaningfully supported to thrive in work.

ClementJames has made sufficient progress in enhancing the Trustee Board with individuals with suitable experience and skills to both support the management team and hold them to account.

## Financial Review

Total expenditure for the year amounted to **£1,399,065** (August 2023: £1,312,905). Total income amounted to **£1,428,244** (August 2023: £1,340,514). The two largest elements of income came from The Royal Borough of Kensington and Chelsea £244,570 (August 2023: £315,467) and **IntoUni** £190,000 (August 2023: £190,000). Further details of the income from **IntoUni** can be found in note 14 of the accounts. All restricted funds were fully expended in the year and at 31 August 2024 the charity had unrestricted net assets of £771,698 (£771,698 unrestricted funds) (2023: £742,519 unrestricted funds and £3,389 fixed assets).

The trustees are very grateful to the Royal Borough of Kensington and Chelsea and to all the charitable trusts, 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 2024, the charity held free reserves of £771,698 (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 the cost of living crisis, and consider that it is appropriate to continue to seek to set aside free reserves to cover up to six months' running costs. Free reserves as at 31 August 2024 are sufficient to meet our forecast for over six months' running costs in 2024-25. The charity is continuing in its fundraising efforts to increase the level of reserves commensurate with the increase in annual expenditure. The purpose of the charity's unrestricted 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;
- meet unexpected opportunities which cannot be funded out of normal operating income;
- provide 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 invested at a higher rate of interest in the Church Benevolent Fund account managed by CCLA Investment Management Limited.

## **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, trusts, individuals and public bodies. The great majority of the charity's income is generated from fundraising 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 also participate in silent auctions or raffles, as well as signing up to learn more and become supporters of the centre.

As outlined by the Fundraising Regulator, we will take into account the needs of any potential donor who may be considered vulnerable or in need of care and support to make an informed decision. We will not exploit the trust, lack of knowledge or vulnerable circumstance of any donor at any time. We will not take a donation if we know/have good reason to believe that a person lacks capacity or is in a vulnerable position and cannot make an informed decision to donate.

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 2023-2024.

## **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 Statement of Recommended Practice (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; and
- prepare the financial statements on a 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.

**Small company provisions**

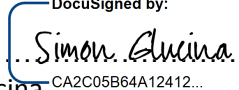
This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

**Auditor**

A resolution to appoint HaysMac LLP 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 for Charities (SORP 2015) (Second Edition, effective 1 January 2019)

Approved by the trustees on ..... 3/12/2024 ..... and signed on their behalf by:

DocuSigned by:  
  
 ..... (Chair)  
 Simon Glucina CA2C05B64A12412...

## Auditor's Report

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

#### Opinion

We have audited the financial statements of St Clement and St James Community Development Project for the year ended 31 August 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows 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 charitable company's affairs as at 31 August 2024 and of the charitable company's net movement in funds, including the 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.

#### 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.

#### 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 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 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 (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 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 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.
- the directors 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 directors' report and from the requirement to prepare a strategic report

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

As explained more fully in the trustees' responsibilities statement set out on page 17 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charitable company and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to the use of restricted funds and Charity Law, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006, Charities Act 2011 and Charities SORP.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to recognition of income. Audit procedures performed by the engagement team included:

- Inspecting minutes of Trustees' meetings;
- Reviewing allocations and disclosures relating to restricted funds;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals including the control environment and purpose; and
- Challenging assumptions and judgements made by management in their critical accounting estimates. There were no areas within the financial statements that required the Trustees to make significant judgements or estimates during the year.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including to those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more the compliance with a law or financial regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. 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.

Jane Askew (Senior Statutory Auditor)  
For and on behalf of HaysMac LLP, Statutory Auditor

10 Queen Street Place  
London  
EC4R 1AG

Signed by:  ..... 9 December ..... 2024  
C590BE62DF9247F...

## Statement of Financial Activities

(Including Income and Expenditure Account) For the year to 31 August 2024

		Unrestricted Funds	Restricted Funds	Total 2024 2024	Total 2023 2023
		£	£	£	£
	Notes				
<b>INCOME FROM:</b>					
Donations and legacies	2	513,844	882,549	1,396,393	1,330,132
Other trading activities	3	6,277	0	6,277	6,862
Investments		25,574	0	25,574	3,520
<b>Total Income</b>		<b>545,695</b>	<b>882,549</b>	<b>1,428,244</b>	<b>1,340,514</b>
<b>EXPENDITURE ON:</b>					
Raising funds	4	75,607	0	75,607	73,755
Charitable activities	4,11	444,298	882,549	1,326,847	1,239,150
<b>Total Expenditure</b>		<b>519,905</b>	<b>882,549</b>	<b>1,402,454</b>	<b>1,312,905</b>
<b>Net income</b>		<b>25,790</b>	<b>0</b>	<b>25,790</b>	<b>27,609</b>
<b>Funds brought forward</b>		<b>745,908</b>	<b>0</b>	<b>745,908</b>	<b>718,299</b>
<b>Funds at 31 August</b>		<b>771,698</b>	<b>0</b>	<b>771,698</b>	<b>745,908</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 2023 are presented in note 15.

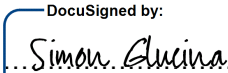
**Balance Sheet for the year ended 31 August 2024**

**Charity Number: 1009253. Company Registration Number: 2677427.**

		<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
<b>Fixed Assets</b>	<b>Notes</b> <b>7</b>	0	3,389
<b>Current Assets:</b>			
Debtors	<b>8</b>	48,837	116,742
Cash at bank & in hand		901,910	851,905
		<hr/> 950,747	<hr/> 968,647
<b>Creditors:</b>			
Amounts falling due within one year	<b>9</b>	179,049	226,128
<b>Net current assets</b>		<hr/> 771,698	<hr/> 742,519
<b>Net assets</b>		<hr/> 771,698	<hr/> 745,908
 <b>The funds of the charity:</b>			
Unrestricted funds: General	<b>10,11</b>	771,698	742,519
Unrestricted funds: Designated	<b>10,11</b>	0.00	3,389
		<hr/> 771,698	<hr/> 745,908

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 and authorised for issue by the Board of Trustees on 03/12/2024 and signed on their behalf by:

DocuSigned by:  
  
 .....  
 Simon Glucina CA2C05B64A12412...

The notes on pages 24-35 form part of the financial statement.

Charity Number: 1009253. Company Registration Number: 2677427.

## Statement of cash flows

Year ended 31 August 2024

	Note	2024 £	2023 £
<b>Cash flows from operating activities:</b>			
Net cash provided by operating activities	A	24,431	93,595
<b>Cash flows from investing activities:</b>			
Interest income		25,574	3,520
<b>Net cash (used in) investing activities</b>		25,574	3,520
<b>(Decrease)/increase in cash and cash equivalents in the year</b>		50,005	97,115
Cash and cash equivalents at the beginning of the year		851,905	754,790
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR</b>		901,910	851,905

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

	2024 £	2023 £
Net movement in funds	25,790	27,609
Add back depreciation charge	3,389	3,650
Deduct interest income	(25,574)	(3,520)
Increase/(decrease) in debtors	67,905	6,887
Increase/(decrease)in creditors	(47,079)	58,969
<b>Net cash provided by operating activities</b>	24,431	93,595

## Notes of the Financial Statement

Continued Year ended 31 August 2024

### 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 the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition, effective 1 January 2019).

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 a 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 that 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 as follows;

- Expenditure is recognised on an accrual basis as a liability is incurred.
- Expenditure includes VAT which cannot be recovered and is reported as part of the expenditure to which it relates.
- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in note 4.

#### VAT

The charity is not registered for VAT.

#### 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.

### Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees and in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

### 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 pension 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 10 members on 31 Aug 2024 (2023:11).

### 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. There were no areas within the financial statements that required the trustees to make significant judgements or estimates during the year.

## 2. Grants, Donations & Legacies

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
<b>Grants</b>				
<b>Donations &amp; Legacies</b>				
ABN Amro Bank	0	0	0	440
All Aboard Shops	0	1,000	1,000	500
Arts Council England	0	5,000	5,000	0
Audley Travel	0	500	500	750
BBC Children in Need	0	0	0	22,744
Campden Charities	10,500	0	10,500	9,000
City Bridge	0	30,000	30,000	0
Charities Aid Foundation	0	0	0	77,778
Chelsea Rotary Fund	0	0	0	100
Childhood Trust	0	9,337	9,337	0
Co-op	0	1,119	1,119	0
Corcoran Foundation	1,000	0	1,000	2,000
DE Group	0	0	0	749
Dunnhumby	0	0	0	224
Enterprise Holdings Foundation	0	0	0	2,000
Esmee Fairbairn Foundation	0	0	0	15,000
Ernst and Young	0	15,000	15,000	15,000
Ground Works UK	0	1,500	1,500	0
Henry Oldfield Trust	0	4,167	4,167	5,833
Henry Smith Foundation	0	37,200	37,200	62,800
Hollick Family Foundation	0	10,000	10,000	10,000
IntoUni*	0	190,000	190,000	190,000
Johnson and Johnson	0	1,600	1,600	0
John Lyon's	0	3,000	3,000	0
KCSC	0	24,718	24,718	32,652
K&C Foundation	0	46,000	46,000	46,500
L&Q Place Makers Fund	0	0	0	5,000
Mercers' Company	0	25,000	25,000	29,000
Michael Page	0	300	300	0
National Lottery Community Fund	0	110,000	110,000	65,274
Newby Trust	10,000	0	10,000	0
Anonymous	100,000	0	100,000	50,000
Souter Charitable Trust	3,000	0	3,000	3,000
SUEZ	0	30,000	30,000	1,980
TAM Asset Management	12,710	0	12,710	0
The Belpech Trust	2,500	2,500	5,000	2,500
The Drapers' Charitable Fund	0	15,000	15,000	0
The Gosling Foundation	0	833	833	4,167
The Grace Trust	2,000	0	2,000	0

The Grenfell Foundation	2,028	5,500	7,528	1,753
The Headley Trust	25,000	0	25,000	0
The Helen Hamlyn	0	1,333	1,333	0
The Hiscox Foundation	0	25,000	25,000	0
The Julia & Hans Rausing	0	27,500	27,500	0
The Leigh Trust	2,000	0	2,000	0
The Lightbulb Trust	0	30,000	30,000	15,000
The Linbury Trust	0	50,000	50,000	55,000
The North Kensington Community Energy	0	500	500	0
The Ogden Trust	0	5,000	5,000	5,000
The Peter Stormonth Darling Charitable Trust	0	2,708	2,708	5,625
The Progress Foundation	0	15,000	15,000	12,500
The Royal Borough of Kensington & Chelsea	130,442	114,129	244,571	315,467
The Trussell Trust	0	600	600	0
The Sobel Foundation	20,000	0	20,000	0
Thomas's Schools Foundation	0	3,000	3,000	3,000
Toast Brewing	0	1,000	1,000	0
West London Zone	0	18,459	18,459	23,750
William Allen Young Trust	0	2,379	2,379	476
Worshipful Company of International Bankers	1,000	8,000	9,000	1,000
Worshipful Company of Chartered Secretaries and Administrators	0	2,000	2,000	0
W O Street Charitable Foundation	0	2,667	2,667	1,333
Wyseliot	0	4,000	4,000	4,000
29th May 1961 Charitable Trust	5,000	0	5,000	5,000
Individual donations	186,664	0	186,664	226,237
<b>Total</b>	<b>513,844</b>	<b>882,549</b>	<b>1,396,393</b>	<b>1,330,132</b>

## 2a. Grants, Donations & Legacies 2023 Comparison

	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total 2023</i>	<i>Total 2022</i>
<i>Grants</i>	£	£	£	£
<b><i>Donations &amp; Legacies</i></b>				
<i>ABN Amro Bank</i>	0	440	440	0
<i>All Aboard Shops</i>	0	500	500	0
<i>Asda Foundation</i>	0	0	0	1,500
<i>Audley Travel</i>	0	750	750	0
<i>BBC Children in Need</i>	0	22,744	22,744	25,793
<i>Blackrock</i>	0	0	0	10,850
<i>Campden Charities</i>	0	9,000	9,000	3,000
<i>Charities Aid Foundation</i>	0	77,778	77,778	132,222
<i>Chelsea Rotary Fund</i>	100	0	100	0
<i>Childhood Trust</i>	0	0	0	18,333
<i>Co-op</i>	0	0	0	1,163
<i>Corcoran Foundation</i>	0	2,000	2,000	1,000

<i>DE Group</i>	0	749	749	0
<i>Dunnhumby</i>	0	224	224	143
<i>Du Plessis Family Foundation</i>	0	0	0	0
<i>Enterprise Holdings Foundation</i>	2,000	0	2,000	0
<i>Esmee Fairbairn Foundation</i>	0	15,000	15,000	10,000
<i>Ernst and Young</i>	0	15,000	15,000	0
<i>Ground Works UK</i>	0	0	0	800
<i>Henry Oldfield Trust</i>	0	5,833	5,833	0
<i>Henry Smith Foundation</i>	0	62,800	62,800	37,000
<i>Hollick Family Foundation</i>	0	10,000	10,000	-
<i>IntoUni*</i>	0	190,000	190,000	190,000
<i>KCSC</i>	0	32,652	32,652	34,563
<i>K&amp;C Foundation</i>	0	46,500	46,500	30,500
<i>L&amp;Q Place Makers Fund</i>	0	5,000	5,000	5,000
<i>London Community Foundation</i>	0	0	0	11,500
<i>London Community Foundation and Evening Standard</i>	0	0	0	15,000
<i>Mercers' Company</i>	0	29,000	29,000	0
<i>National Lottery Community Fund</i>	0	65,274	65,274	102,520
<i>Paddington Development Trust: Community Grants</i>	0	0	0	18,000
<i>Anonymous</i>	50,000	0	50,000	0
<i>Sheila's Fund</i>	0	0	0	25,000
<i>Souter Charitable Trust</i>	3,000	0	3,000	0
<i>SUEZ</i>	0	1,980	1,980	40,000
<i>The Belpech Trust</i>	0	2,500	2,500	0
<i>The Borrowes Charitable Trust</i>	0	0	0	1,000
<i>The Gosling Foundation</i>	0	4167	4,167	1,000
<i>The Grenfell Foundation (Fight 4 Grenfell)</i>	1,753	0	1,753	0
<i>The Lightbulb Trust</i>	0	15,000	15,000	0
<i>The Linbury Trust</i>	0	55,000	55,000	50,000
<i>The Ogden Trust</i>	0	5,000	5,000	0
<i>The Peter Stormonth Darling Charitable Trust</i>	5,625	0	5,625	18,000
<i>The Progress Foundation</i>	0	12,500	12,500	0
<i>The Royal Borough of Kensington &amp; Chelsea</i>	235,722	79,745	315,467	293,610
<i>Thomas's Schools Foundation</i>	0	3,000	3,000	2,500
<i>West London Zone</i>	0	23,750	23,750	22,868
<i>William Allen Young Trust</i>	0	476	476	0
<i>Worshipful Company of International Bankers</i>	0	1,000	1,000	1,000
<i>W O Street Charitable Foundation</i>	0	1,333	1,333	1,000
<i>Wyseliot</i>	0	4,000	4,000	4,000
<i>29th May 1961 Charitable Trust</i>	5,000	0	5,000	0
<i>Individual donations</i>	211,236	15,001	226,237	200,779
<b>Total</b>	<b>514,436</b>	<b>815,696</b>	<b>1,330,132</b>	<b>1,289,644</b>

### 3: Other Trading Activities

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
Rentals	5,483	0	5,483	5,100
Miscellaneous	794	0	794	1,762
	<b>6,277</b>	<b>0</b>	<b>6,277</b>	<b>6,862</b>

All other trading income in 2024 & 2023 was unrestricted.

### 4. Total Expenditure

	Staff Costs	Direct Costs	Support Costs	Total 2024	Total 2023
	£	£	£	£	£
Raising funds	75,607	0	0	75,607	73,755
<b>Charitable Activities</b>					
Capital	0	0	12,250	12,250	20,109
Adult Learning	185,140	13,872	20,720	219,732	227,570
Children & Young People	403,636	32,027	42,940	478,603	337,244
Depreciation	0	0	0	3,389	3,650
Employment Support	267,723	10,655	29,703	308,081	357,611
Wellbeing and Support	251,442	14,508	30,021	295,971	281,082
<b>Governance</b>					
Misc Expenditure	0	0	0	(3,789)	337
External Audit	0	0	11,220	11,220	10,200
Trustees Indemnity Insurance	0	0	1,390	1,390	1,347
	<b>1,107,941</b>	<b>71,062</b>	<b>148,244</b>	<b>1,326,847</b>	<b>1,239,150</b>
<b>Total expenditure</b>	<b>1,183,548</b>	<b>71,062</b>	<b>148,244</b>	<b>1,402,454</b>	<b>1,312,905</b>

#### 4a. Total Expenditure 2023 Comparison

	Staff Costs	Direct Costs	Support Costs	Total 2023	Total 2022
	£	£	£	£	£
Raising funds	73,755	0	0	73,755	71,489
<b>Charitable Activities</b>					
Capital	0	0	20,109	20,109	0
Adult Learning	178,938	19,113	29,519	227,570	214,813
Children & Young People	294,932	19,697	22,615	337,244	303,017
Depreciation			3,650	3,650	3,650
Employment Support	309,793	16,157	31,661	357,611	322,726
Wellbeing and Support	235,525	15,937	29,620	281,082	286,270

#### **Governance**

Misc Expenditure	0	0	337	337	0
External Audit	0	0	10,200	10,200	8,820
Trustees Indemnity Insurance	0	0	1,347	1,347	1,337
	<u>1,019,188</u>	<u>70,904</u>	<u>149,058</u>	<u>1,239,150</u>	<u>1,140,633</u>
<b>Total expenditure</b>	<b><u>1,092,943</u></b>	<b><u>70,904</u></b>	<b><u>149,058</u></b>	<b><u>1,312,905</u></b>	<b><u>1,212,122</u></b>

#### 4b. Analysis of Support Costs

	Total 2024	Total 2023
	£	£
Repairs and Maintenance	44,412	31,290
Gifts and Events	7,126	3,943
Legal Professional Fees	21,710	17,892
Rent	18,500	16,000
Insurance	12,784	13,428
Advertising	3,540	12,257
Other	40,172	54,248
<b>Total Support Costs</b>	<u>148,244</u>	<u>149,058</u>

#### 5. Net Income for the Year

	Total 2024	Total 2023
	£	£
This is stated after charging/crediting Auditors remuneration (including VAT)		
Audit	11,220	10,200
	<u>11,220</u>	<u>10,200</u>

No Trustee received remuneration in the current or prior year.

#### 6. Staff Costs

	Total 2024	Total 2023
	£	£
<b>Staff Costs were as follows:</b>		
Salaries and wages	1,034,506	967,287
Social security costs	90,986	76,799
Pension contributions	46,798	41,107
Other staff costs	11,258	7,750
	<u>1,183,548</u>	<u>1,092,943</u>

One employee received between £60,000 - £70,000 during the year (2023: £60,000-£70,000 one). The

employee is part of the charity’s Aviva pension scheme.

The total cost to the charity of employing its key management personnel of the charity was £392,149 (2023: £323,942). The key management personnel of the charity are considered to be the 3 team managers, Operations 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.

**6a. Staff Numbers**

	<b>Total 2024</b>	<b>Total 2023</b>
	<b>Number</b>	<b>Number</b>
Project delivery staff	22	25
Management & support staff	12	12
	34	37

**7. Fixed Assets**

	<b>Land &amp; Buildings</b>
	£
<b>Cost</b>	
At 1st September 2023	21,639
Additions	0
At 31 August 2024	21,639
<b>Accumulated Depreciation</b>	
at 1 September 2023	<b>18,250</b>
Charge for year	3,389
At 31 August 2024	21,639
<b>Net Book Value</b>	
At 31 August 2024	<b>0</b>
At 31 August 2023	<b>3,389</b>

**8. Debtors**

	<b>Total 2024</b>	<b>Total 2023</b>
	£	£
Accrued income	46,762	114,919
Other debtors	2,075	1,823
	<b>48,837</b>	<b>116,742</b>

## 9. Creditors

### Amounts falling due within one year

	Total 2024	Total 2023
	£	£
Accruals	52,445	41,536
Deferred income	126,604	184,592
	<b>179,049</b>	<b>226,128</b>

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

	Total 2024	Total 2023
	£	£
Analysis of deferred income:		
Balance brought forward 1 September 2023	184,592	136,919
Released to SOFA during the year	(184,592)	(136,919)
Amount deferred during the year	126,604	184,592
Balance at 31st August 2024	<b>126,604</b>	<b>184,592</b>

## 10. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2024
	£	£	£
Fixed assets	0	0	0
Current assets	950,747	0	950,747
Current liabilities	(179,049)	0	(179,049)
Net current assets at 31 August 2024	<b>771,698</b>	0	<b>771,698</b>

## 11. Designation and Restriction of funds

	at 31 Aug			at 31 Aug	
	2023	Income	Expenditure	2024	
Programme Designation:	£	£	£	£	£
Capital					
Restricted	0				0
Unrestricted	0	12,250	(12,250)		0
		<b>12,250</b>	<b>(12,250)</b>		
Adult Learning					
Restricted	0	22,879	(22,879)		0
Unrestricted	0	210,814	(210,814)		0
		<b>233,693</b>	<b>(233,693)</b>		
Children and Young People					
Restricted	0	314,251	(314,251)		0
Unrestricted	0	188,490	(188,490)		0
		<b>502,741</b>	<b>(502,741)</b>		
Employment Support					
Restricted	0	325,070	(325,070)		0
Unrestricted	0	10,590	(10,590)		0
		<b>335,660</b>	<b>(335,660)</b>		
Wellbeing & Support					
Restricted	0	220,349	(220,349)		0
Unrestricted	0	94,372	(94,372)		0
		<b>314,721</b>	<b>(314,721)</b>		
Designated Fund (Fixed Asset)					
Restricted	0	0	0		0
Unrestricted	3,389	0	(3,389)		0
		<b>0</b>	<b>(3,389)</b>		
General Fund					
Restricted	0	0	0		0
Unrestricted	742,519	25,789	0	768,308	
	0	<b>25,789</b>	<b>0</b>		0
Total Restricted	0	882,549	(882,549)		0
Total Unrestricted	745,908	545,695	(519,905)		771,698
Total funds		<b>1,428,244</b>	<b>(1,402,454)</b>		

### 11a. Designation and Restriction of funds 2023 Comparison

<b>Programme</b>	<b>at 31 Aug</b>			<b>at 31 Aug</b>
	<b>2022</b>	<b>Income</b>	<b>Expenditure</b>	<b>2023</b>
<b>Designation:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<i>Capital</i>				
<i>Restricted</i>	0	15,000	(15,000)	0
<i>Unrestricted</i>	0	5,109	(5,109)	0
		<b>20,109</b>	<b>(20,109)</b>	
<i>Adult Learning</i>				
<i>Restricted</i>	0	33,476	(33,476)	0
<i>Unrestricted</i>	0	216,273	(216,273)	0
		<b>249,749</b>	<b>(249,749)</b>	
<i>Children and Young People</i>				
<i>Restricted</i>	0	226,680	(226,680)	0
<i>Unrestricted</i>	0	127,624	(127,624)	(0)
		<b>354,304</b>	<b>(354,304)</b>	
<i>Employment Support</i>				
<i>Restricted</i>	0	358,796	(358,796)	0
<i>Unrestricted</i>	0	22,699	(22,699)	(0)
		<b>381,495</b>	<b>(381,495)</b>	
<i>Wellbeing &amp; Support</i>				
<i>Restricted</i>	0	181,744	(181,744)	0
<i>Unrestricted</i>	0	121,517	(121,517)	(0)
		<b>303,261</b>	<b>(303,261)</b>	
<i>Designated Fund</i>				
<i>(Fixed Asset)</i>				
<i>Restricted</i>	0	0	0	0
<i>Unrestricted</i>	7,039	0	(3,650)	3,389
		<b>0</b>	<b>(3,650)</b>	
<i>General Fund</i>				
<i>Restricted</i>	0	0	0	0
<i>Unrestricted</i>	711,260	31,596	(337)	742,519
	0	<b>31,596</b>	<b>(337)</b>	0
<i>Total Restricted</i>	0	815,696	(815,696)	0
<i>Total Unrestricted</i>	718,299	524,818	(497,209)	745,908
<i>Total funds</i>	<b>718,299</b>	<b>1,340,514</b>	<b>(1,312,905)</b>	<b>745,908</b>

### 12. Accommodation

The charity leases its main building at a peppercorn rent from the Church and additional premises from the Church at a rate that would not be available on the open market. 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 IntoUni totalling £190,000. Sophia Lewisohn (one of the charity's trustees) was also a trustee of IntoUni during the period.

The aggregate of donations received from the Trustees & related parties in the year was £6,607 (2023 £19,105).

At year end, a balance of £7,793 was owed to IntoUni by the charity and a balance of £2,254 was owed to the charity by IntoUni.

### 15. Statement of Financial Activities Comparisons

#### AT 31 AUGUST 2023

		<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total 2023</i>	<i>Total 2022</i>
		£	£	£	£
	<i>Notes</i>				
<b>INCOME FROM:</b>					
<i>Donations and legacies</i>	2	514,436	815,696	1,330,132	1,289,644
<i>Other trading activities</i>	3	6,862	0	6,862	7,436
<i>Investments</i>		3,520	0	3,520	270
<b>Total Income</b>		<b>524,818</b>	<b>815,696</b>	<b>1,340,514</b>	<b>1,297,350</b>
<b>EXPENDITURE ON:</b>					
<i>Raising funds</i>	4	73,755	0	73,755	71,489
<i>Charitable activities</i>	4,11	423,454	815,696	1,239,150	1,140,633
<b>Total Expenditure</b>		<b>497,209</b>	<b>815,696</b>	<b>1,312,905</b>	<b>1,212,122</b>
<b>Net income</b>		<b>27,609</b>	<b>0</b>	<b>27,609</b>	<b>85,228</b>
<b>Funds brought forward</b>		<b>718,299</b>	<b>0</b>	<b>718,299</b>	<b>633,071</b>
<b>Funds at 31 August</b>		<b>745,908</b>	<b>0</b>	<b>745,908</b>	<b>718,299</b>

**ST CLEMENT & ST JAMES COMMUNITY DEVELOPMENT PROJECT**

England & Wales - Charity number 1009253

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# Accounts

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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 2023

Company number: 2677427  
Charity number: 1009253

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

## Letter from the Chair

### Sophie Lewisohn

Over the past year The ClementJames Centre has continued to support members of the local community with our range of services at a time when many have been challenged by the increased cost of living. At our annual celebration in September, we heard the testimonials of several clients with whom we have worked whether in English language learning, employment support or wellbeing provision. They all expressed their gratitude to the staff and volunteers who have supported them in their journeys, but they also demonstrated personal enthusiasm and determination to build on their individual strengths through working with ClementJames. The charity continues to innovate in response to the changing needs of the community, adapting our programmes to ensure flexibility and follow best practice. An example is our Children and Young People's Advocacy Programme in partnership with the Coram Group which focuses on giving targeted, independent support to young people and parents challenging the school exclusion process. Creating new partnerships has been an important theme of the past year. ClementJames is now partnering with Shelter on provision of housing advice and with Nucleus on debt advice. A new partnership with the National Theatre has evolved over the past few months. Staff benefited from training sessions from experienced NT staff on topics such as leadership and facilitation and had the opportunity to see the play *Grenfell: In the words of survivors* which was performed at the National over the summer.

IntoUniversity achieved its ambitious targets in mentoring, academic support and holiday programmes supporting 1,781 young people in their educational goals. The Employment team has developed tailored programmes to support individuals at different stages of their employment journeys. The Wellbeing strand continues to adapt its provision such as *The Five Ways to Wellbeing* to empower clients to use wellbeing tools at home as well as when in centre. Students continue to benefit from a range of Adult Learning classes including ICT classes in partnership with W11 while the team has focused on providing holistic support and integrating students who could benefit from the charity's other programmes. ClementJames works with young people and adults who face difficult circumstances. Safeguarding cases over the past year have become more complex and we have observed an increase in young students with special educational needs. We have effective safeguarding protocols to help support vulnerable clients and we are enhancing our training, approach and resourcing to meet the increasing demand.

Our future plans involve a project to upgrade our site to offer more and improved space in which to support our clients <https://clementjames.org/building-on-success/>. We aim to increase our collaborations with local voluntary sector organisations particularly in view of a new framework, the Restorative Justice Fund, introduced to meet the evolving issues and challenges in North Kensington and the Grenfell area.

ClementJames is fortunate to have a committed and high quality staff team. Recent recruitment to both the staff team and to the trustee board means they are both more reflective of the local community. Our CEO, Dami Solebo, has established himself as an energetic and dedicated leader of the charity and is ably supported by Chief Programme Officer, Esther Pickering and Chief Operations Officer, Leo Reid. I would like to welcome all new staff who have joined the team this year and say thank you to those who have moved on from the charity. I would like to thank trustees who left the board this year, Belinda Davie and Joanna Everett, for all their work and commitment. We welcome new trustees, Symone Williams, Simon Glucina and Saqlain Choudhary, with their wealth of experience and knowledge of the local community.

Our work relies on the generosity of individuals, trusts and foundations and statutory organisations to whom we are immensely grateful. We would like to thank Councillor David Lindsay for his support in nominating ClementJames as one of his mayoral year charities in 2022-23 which enabled us to hold fundraising events in the Mayor's parlour and at Leighton House in Holland Park. With the support of our funders together with the dedication of our staff, volunteers and trustees, we remain committed to improving the lives and life goals of those living in the North Kensington community.

Sophie Lewisohn

Chair of Trustees

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The trustees present their report and audited financial statements for the year ended 31 August 2023.

### 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

Saqlain Choudhary

Appointed 13/10/2023

Belinda Davie

Resigned 07/12/2022

Manuel de Souza Girão

Joanna Gardner

Resigned 10/07/2023

Simon Glucina

Appointed 23/06/2023

Setor Lassey

Sophia Lewisohn

Chair

Richard Ryan

Katherine Soanes

Rev'd Gareth Wardell

Vicar of St Clement & St James Parish

Symone Williams

Appointed 19/06/2023

### Audit and Risk Committee

Setor Lassey (Chair)

Joanna Gardner

Richard Ryan

Manuel de Souza-Girão

Simon Glucina

### Fundraising & Development Committee

Katherine Soanes (Chair)

Sophie Lewisohn

### Investment Committee

Manuel de Souza-Girão (Chair)

Richard Ryan

Setor Lassey

### Capital Development Committee

Joanna Gardner (Chair)

Adekunle Awodele

Manuel de Souza Girão

Katherine Soanes

Simon Glucina

### Nominations & Remuneration Committee

Vanessa Casey (Chair)

Sophia Lewisohn

Katherine Soanes

### Senior Management Team

Dami Solebo (Chief Executive Officer)

Leo Reid (Chief Operations Officer)

Esther Pickering (Chief Programmes Officer)

### Senior Leadership Team

Joss Cullen (Hub Manager)

Jill Watson (Hub Manager)

Alice Kilpatrick (IUNK Centre Leader)

Charlotte Devitt (Operations Manager)

### Bankers

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

CCLA Investment Management Limited, The CBF Church of England Funds, 80 Cheapside, London EC2V 6DZ

### Auditor

Haysmacintyre LLP, 10 Queen Street, London, ECR 1AG

## 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 3. 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 Norland; 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 review 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 on the skills and experience needed, the trustees consider the best method of attracting desirable candidates and agree on 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, background/DBS checks 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.

### 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.

Trustees have identified risks ranging from internal operational risks (e.g. staff and governance, safeguarding, financial risks etc.) to external risks (macroeconomic, political, reputational etc.). The trustees are 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/CONSEQUENCE	ACTION
<p><b>POLITICAL</b></p> <p><b>Change in government, policy, political aims or budget reductions</b> Failure to meet</p>	<ul style="list-style-type: none"> <li>● Anticipate and plan for any material potential changes in government policies, particularly in the context of the current economic environment</li> </ul>

<p>government aims, change in government policy (e.g. funding of ESOL/Functional Skills) &amp; difficulty securing funding</p>	<ul style="list-style-type: none"> <li>● Maintain good relationships with key stakeholders in local and regional and central government</li> <li>● Invite key stakeholders (councillors, MPs, civil servants, other elected and unelected officials, etc) to visit the centre or where not practical to keep them informed of our work</li> <li>● Invite local authority staff to our centre to meet our beneficiaries and see our projects in action</li> <li>● Continue to attend borough and cross-borough meetings, therefore staying informed of government aims and maintaining a high profile in the local authority</li> <li>● Continue to diversify funding base with a range of different funders (particularly non-statutory funders given the potential for future reductions in statutory funding)</li> <li>● Regularly review new developments and policies</li> <li>● Maintain relationships across the political divide with incumbent and opposition parties. Additional focus on this in the run-up to an election</li> </ul>
<p><b>STRATEGIC &amp; REPUTATIONAL RISK</b></p> <p><b>A poor reputation with IntoUniversity (IU) central or fundraising challenges experienced by IU central</b> Loss of funding</p>	<ul style="list-style-type: none"> <li>● The CEOs of both charities should meet regularly to ensure transparency and open communication regarding strategy, recruitment needs, consistency of delivery, and the fundraising environment, etc. Detailed onboarding of new leadership</li> <li>● Charity should continue to liaise with IU over funding opportunities. Increased engagement from the trustees to ensure policies and procedures are upheld</li> <li>● Open communication regarding future growth plans, site development and additional space Consider and implement additional steps to assess staff health and wellbeing</li> <li>● Chairs of Trustees meet quarterly to maintain the link between the two organisations</li> <li>● Continue to provide regular professional staff support</li> </ul>
<p><b>STAFFING, VOLUNTEERS &amp; GOVERNANCE</b></p> <p><b>Gaps amongst key staff due to sickness, departure, parental leave, or holiday</b> Failure to plan adequate cover / the cost of cover</p>	<ul style="list-style-type: none"> <li>● Ensure staff are aware of and have access to the staff handbook and procedures</li> <li>● Regular reviews of staff wellbeing as part of performance management/line management</li> <li>● Consider and implement additional steps to assess staff health and wellbeing, particularly where staff are remote working</li> <li>● Ensure effective briefings before departure of staff and on their return from sickness or long term leave</li> <li>● Ensure provision for staff turnover included in budget</li> <li>● Maintain a list of people that we can call on to provide cover</li> <li>● Effective use of online calendars, clear systems and filing of documents, to make it easier for people to provide cover</li> <li>● Monitor staff absences to ensure that staff are supported and to identify and anticipate operational issues</li> </ul>

	<ul style="list-style-type: none"> <li>● Ensure that we have adequate reserves to cover any long-term absence</li> <li>● Contractually extend notice dates for operational staff to inform recruitment needs better. Standard notice periods for staff and longer notice periods for SMT / SLT. Three month notice period for SMT</li> <li>● Continue to provide regular professional staff support</li> <li>● Continue to provide additional support to staff in light of Grenfell and increased/more complex client needs</li> <li>● Consider flexible working arrangements, for example, to retain skilled staff or react to changing conditions</li> <li>● Consider staff cover options and flexibility around delivery should CJ experience significant staff absences</li> <li>● Identify knowledge bottlenecks and ensure that plans are established to mitigate disruption due to sickness, departure, parental leave, or holiday</li> <li>● Introduce cover systems put in place to ensure that Adult Learning Tutors' absences can be covered at short notice where possible</li> </ul>
<p><b>LEGAL AND COMPLIANCE</b></p> <p><b>Failure to meet Child Protection &amp; Safeguarding requirements</b> Danger of abuse of young people, other vulnerable users and client groups</p> <p><b>Failure to meet data protection obligations</b> Possible harm to charity and data subjects, litigation &amp; damage to reputation</p>	<ul style="list-style-type: none"> <li>● Ensure that our Safeguarding policies for both young people and vulnerable adults are up to date and that they are regularly reviewed (at least annually)</li> <li>● Appoint Safeguarding professionals, Deputy Designated Safeguarding Leads and a Trustee to act as a coordinator on Safeguarding (whilst acknowledging that all Trustees ultimately have responsibility for Safeguarding)</li> <li>● The Safeguarding professionals and appointed Deputy Designated Safeguarding Leads should ensure that all staff and volunteers are trained and regularly updated (at least annually or more frequently as needed) and trained</li> <li>● Ensure that new staff are made aware of the policy and trained in the reporting and recording procedures as part of their induction programme</li> <li>● Ongoing monitoring and awareness of risks with reporting of issues/incidents to Safeguarding professionals, Deputy Designated Safeguarding Leads and with clarity on what items require notification and how to raise concerns</li> <li>● Safeguarding to be a standing agenda item at all Trustee meetings and a summary of performance and issues/trends to be raised (significant issues should be raised ad hoc as required)</li> <li>● Ensure that the documented policies, procedures and processes are followed/implemented appropriately</li> <li>● Periodic spot checks (at least annually) to be performed by the CEO/Designated Safeguarding trustee with outcomes reported to the Trustee board</li> </ul>

	<ul style="list-style-type: none"> <li>● All staff, volunteers and Trustees will be DBS checked to ensure that they are not a known risk. Staff, volunteers and Trustees are encouraged to sign up for automatic renewals</li> <li>● Ensure appropriate governance, oversight and reporting to Trustees (standing agenda item at Trustee meetings)</li> <li>● Ensure any required reporting to authorities is performed in line with policies</li> <li>● Ensure regular Safeguarding training for all staff (at least annually), relevant volunteers (at least annually) and the Trustee Board</li> <li>● Consider if any additional processes or reviews need to be carried out when services or reporting updates are delivered remotely.</li> <li>● Appoint a designated Data Protection Lead for the organisation</li> <li>● All staff get Data Protection Training annually</li> <li>● Review data protection policies to ensure compliance with General Data Protection Regulations and any updates</li> <li>● Regular provision of data protection training for all staff</li> <li>● Require staff to ensure policies regarding data protection are adhered to by staff</li> <li>● Ensure all staff working from home have a password-protected work laptop or have read and signed the Bring Your Own Device policy</li> <li>● Provide an annual update to Trustees as regards Trustee use of any CJ data and the need to comply with Data Protection Policy and Regulations</li> </ul>
<p><b>FINANCIAL</b></p> <p><b>Major capital expenditure required</b> Need to seek funding</p> <p><b>Capital Building Project expenditure required</b> Risk of compromising running costs and financial security</p>	<ul style="list-style-type: none"> <li>● If CJ need to make costly repairs to the main building, will first seek recourse with CJ insurance providers, then seek funding. If critical then consider funding via reserves however this requires board approval (above £5k) and alternative funding sources should be applied for</li> <li>● Ensure CJ maintains appropriate insurance policies</li> <li>● Assess priorities in the light of high inflation, cost of living challenges and financial resources</li> <li>● Review Capital Building proposals and permissions to ensure still relevant</li> <li>● Identify a diverse range of funders to ensure that capital specific funders are found</li> <li>● CEO and Fundraising Officers to ensure that capital fundraising does not encroach on running cost funding. Consider appointment of an alternative fundraiser(s) for the Capital Building Project alone</li> <li>● Obtain all or a significant sum of funding for the Capital Building Project prior to any substantial building works proceeding and obtain Trustee approval to proceed with substantial building works</li> <li>● Delegate approval or Trustee Board approval needed to move ahead with building work or parameters of what can be done under delegated approval</li> </ul>

	<ul style="list-style-type: none"> <li>● Report back to the Trustees or the Risk and Audit Committee on fundraising and expenditure</li> <li>● Prior to any substantial building works, have a detailed plan about how services will operate during the works and communications with church, neighbours and a formal contract for building works</li> <li>● Any additional costs must be approved by CEO and Trustee Board</li> <li>● Risk will be reviewed as the project progress by the Capital Management Committee</li> </ul>
<p><b>FINANCIAL</b></p> <p>Loss of funding from major sources and need to cut budget and expenditure</p>	<ul style="list-style-type: none"> <li>● Continue to diversify funding sources</li> <li>● Continue to seek multi-year funding/grants</li> <li>● Continue to build local donor support and corporate support for the charity</li> <li>● Maintain and implement a robust fundraising strategy</li> <li>● Maintain strong relationship with IU, across CEO, Board, Chair and cross over Trustees</li> <li>● In event that fundraising is materially impaired, identify alternative funding sources, or reconsider business plan</li> <li>● Continue to advance and improve marketing and communications strategy with key stakeholders</li> <li>● Monitor any impact of the capital expansion project on fundraising for core operations</li> <li>● Have flexibility to adjust services to meet available funding</li> </ul>
<p><b>FINANCIAL</b></p> <p>Increase in running expenses/budget overruns. Increased demand for our services due to consequences of inflationary environment and cost of living challenges Lack of economic growth and the impact of this on income</p>	<ul style="list-style-type: none"> <li>● Fundraising strategy in place to ensure diverse income streams</li> <li>● Maintain financial prudence</li> <li>● Robust annual salary review process considering budgetary impacts of potential salary increases. Engage with IU well in advance of salary announcements, conduct joint analysis and align</li> <li>● Have a reserves policy in place and maintain these reserves in accordance with our policy</li> <li>● Regularly review reserves policy for appropriateness (at least annually)</li> <li>● Maintain prudent cost control and financial management (finances, budget and cash flow forecast to be reviewed at every Trustee board meeting)</li> <li>● Ensure a prudent budgeting process which reflects likely reality</li> <li>● Include a buffer within budget to protect against unexpected expenditure</li> <li>● Seek to generate funding in advance of committing to significant expenditure</li> <li>● Consider what services are required to meet demand and how to deliver them to be most effective with resources available or how to manage demand (eg collaboration organisations)</li> <li>● Consider how to manage utility usage and other variables so as to be most efficient and control costs</li> </ul>

<p><b>TECHNOLOGICAL</b></p> <p><b>Data Security</b> Electronic data is accessed by unauthorised persons. Sensitive data is misused leading to physical risk to individuals connected with the charity, financial risk, possibility of failure to comply with legal obligations, risk of litigation and/or reputational damage 3rd party personal data compromised or lost</p>	<ul style="list-style-type: none"> <li>● Maintain robust data protection policies to ensure compliance with General Data Protection Regulation (“GDPR”)</li> <li>● Sensitive financial information in relation to the charity or its donors will be password protected or restricted to secure logon</li> <li>● Personal information relating to charity beneficiaries will be password protected or restricted to secure logon</li> <li>● Data processors used by the charity will be asked to demonstrate they have effective security systems</li> <li>● Access to different types of information within the organisation will be restricted to the appropriate members of staff</li> <li>● Review of data storage and sharing in line with legal requirements</li> <li>● Regularly update and train staff and Trustees on data security policy induction and annual update</li> <li>● COO to perform regular spot checks and reviews on implementation of policy</li> <li>● Regular review of service provider provision and checks and balances (at least bi-annually)</li> <li>● Review policy and practical implementation when staff working remotely to ensure data remains secure and staff complying with policy</li> </ul>
<p><b>TECHNOLOGICAL</b></p> <p><b>Cyber-security</b> Risk of hacking, malware, ransomware leading to a loss of data, data leaks or loss of operational capacity or financial loss</p>	<ul style="list-style-type: none"> <li>● Formal risk management process to be established that includes the monitoring, reporting and escalation of cyber security risks</li> <li>● Annual training on cyber security awareness</li> <li>● Multi-Factor Authentication established on systems</li> <li>● Ensure staff, volunteers and Trustees comply with formulated data security policy</li> <li>● Regular spot checks conducted by COO (at least quarterly)</li> <li>● Seek specialist IT support for data security</li> <li>● Additional checks on financial payment requests (phone calls to validate legitimacy of requests) to ensure no scams or fraudulent invoices paid or fraudster details substituted</li> </ul>

### Organisational Structure

During the year the board met six times, these meetings also included 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 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, Dami Solebo, who reports directly to the Chair 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. IntoUniversity contributed £190,000 towards the IntoUniversity programme at The ClementJames Centre from 1 September 2022 to 31 August 2023. The IntoUniversity work of The ClementJames Centre 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. **IntoUni** refers to the **IntoUni** 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.

### Management

Salaries for key management personnel are set by the Nominations and Remuneration Committee, a subcommittee of the trustee board. The Committee reviews other local and national organisations to ensure that salaries are appropriate (taking benchmarking with other charities of a similar size into consideration). Salaries are reviewed annually.

### Staff

The trustees would like to thank The ClementJames Centre's amazing staff, without whom none of the charity's achievements would be possible. Their dedication, commitment and determination have ensured that the charity has remained a positive and crucial resource for the people of North Kensington.

### Volunteers

In addition, the trustees would like to thank the dedicated volunteers, of whom there are over 140. These volunteers provide a vital service in a range of activities from regularly assisting students during Academic Support sessions to mentoring our adult clients and helping at our gardening club.

### 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 Notting Dale St James Norland or any united parish comprising St Clements Notting Dale St James Norland 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 in North Kensington. 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 aims to reduce 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 challenges our Adult Learning programme addresses:**

- Over 1,400 local residents do not speak English at all or have a very limited grasp of the language
- Many local EAL adults have had negative learning experiences in the past
- Many local EAL adults are struggling to interact with their community, their children's school, the doctor etc
- 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

In addition, recent research has highlighted the uneven distribution of English skills and proficiency in the borough, with residents in the northern wards of the borough, where our centre is located, having lower levels of English proficiency and are more likely to have no qualifications. Indeed, 21% of residents in our local Notting Dale ward have no qualifications which makes searching for employment and training even more challenging. The Royal Borough of Kensington and Chelsea (RBKC) also has a high number of households where English is not spoken as a first language. Low levels of English at home mean that many parents and guardians may find it challenging to provide their children with support for their school work at home, making it even more difficult for young people to catch up.

#### **What our 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. All classes take place in a friendly and welcoming environment to ensure students feel comfortable
- **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** A low-level conversation class designed to support domestic workers
- **Community Learning Classes** A wide range of courses offer several 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 can 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 challenges our Children & Young People's Education programme addresses:**

Young people from Britain's most marginalised backgrounds face a 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 more affluent homes. In addition, a lack of capacity in local schools for 1:1 support means many young people risk falling further behind and as a result disengaging from education. School exclusions in our local area are high, with RBKC having the highest rates of permanent exclusions in London, with many of the young

people we support at an increased risk of exclusion as a result of disengagement and challenging behaviour.

### What our 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 children aged 7 to 18, 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
- **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
- **Mentoring** The charity works with the University of London and a wide range of other universities to provide mentors to The ClementJames Centre. 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 encouraging 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 12 students 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** 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

### 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 challenges our 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, 68% of households suffer from at least one form of deprivation around income, housing, education or health

North Kensington is an area with a high unemployment rate and was badly affected by the pandemic. 25% of jobs were furloughed in RBKC during this period and retail, one of RBKC's most significant industries, was very badly hit. The employment rate in RBKC is 5% lower compared to London's employment rate. Furthermore, insecure work and in-work poverty is also a significant issue locally. Local research revealed that the number of people claiming in-work benefits almost trebled over the course of the pandemic.

#### What the Employment Support programme offers:

- **A needs assessment** Identifying transferable skills and training needs
- **Benefit & work advice** including addressing potential challenges to work, e.g. low confidence, lack of interview knowledge, etc
- **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
- **Outreach** Involving employment/training support offered at other local community organisations
- **Interview Skills Days** Corporate volunteering days where staff from business work with clients to increase their confidence, 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 challenge our 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.

One in five RBKC neighbourhoods are among the 20% most income-deprived in England and Wales and over the course of the pandemic, the rate of local people claiming out-of-work benefits rose by over 50%. Our staff have seen a large increase in the demand for our Information, Advice & Guidance services as a result of the pandemic and the more recent cost of living crisis, with many people seeking help with rising energy bills, housing issues and benefit claims

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

- **Advice and Guidance** Support is provided on a wide range of issues such as housing, benefits, education, finance and debt
- **Health and Wellbeing** Services 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

The ClementJames Centre is keenly aware that the Grenfell Tower fire has had a lasting impact on the local community. It is with this in mind that we continue to provide support for those affected through our regular provision and have provided more intensive support wherever possible. ClementJames is committed to supporting this community for as long as is needed and we will remain a place of care and service.

#### 6. Related activities

The charity works closely in conjunction with other institutions including primary and secondary schools, universities, cultural institutions, other voluntary sector organisations and companies. Other activities that the charity provides for the local community include:

- **Community Garden** Providing an outdoor recreational space and classroom
- **Support, Guidance and Training** Services for local organisations and individuals
- **Premises** Our location is 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 a measurable impact.

## **Achievements and Performance**

In the academic year 2022-2023, the charity supported 1,781 children and young people (2021-22: 1,707) and 870 adults (2021-22: 883) from its target group. The charity has also successfully raised sufficient funds to meet all of its operating costs and maintain the organisation on a sound financial footing. The principal sources of funding have been the local authority and trusts.

During the academic year 2022-2023, ClementJames activities included:

### **Adult Learning**

- 131 students completed a course on the Adult Learning Programme throughout the year (2021-22: 188). 94% of students achieved the course outcomes.
- All students also received Information, Advice and Guidance upon enrolment.
- 20 adult learning courses were offered throughout the year, providing accreditation to the majority of students and increasing employment and further education opportunities.
- 96.6% of learners on our accredited English courses achieved their accreditation.
- 100% of learners on our accredited Maths courses achieved their accreditation.
- 100% of learners on our accredited ICT courses achieved their accreditation.

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

- 218 IntoUniversity students attended 3 or more academic support sessions (2021-22: 193).
- 1,243 students took part in our Primary and Secondary FOCUS programmes. (2021-22: 1,267).
- 186 participated in holiday and out-of-school FOCUS workshops (2021-22: 57).
- 143 students benefited from the mentoring and buddy schemes (2021-22: 106).
- 78% of our Year 13 students progressed directly to university, employment, training or apprenticeships.
- 56% of Academic Support students reported improved school grades.
- 63% of Academic Support students reported improved confidence.
- 62% of Academic Support students said they are 'more likely to go to university'.
- 134 children and young people received intensive numeracy and literacy support (2021-22: 114).
- 68 Literacy and Numeracy students made a year's progress in either their Maths or Numeracy in just nine weeks.

### **Employment Support**

- In 2022-2023, 196 clients received 1:1 Employment Support (2021-22: 144). Of these 86 (44%) are now in employment or training (2021-22: 59%).
- 7 survivors from the Grenfell Tower fire and bereaved relatives received one-to-one employment support at Grenfell United. (2021-22: 27).
- 60 clients benefited from seven successful Interview Skills Days where a team of business volunteers worked with a number of our clients on a one-day challenge designed to develop skills, build confidence and manage under pressure (2021-22: 61).

### **Wellbeing & Support**

- 292 local people received information, advice and guidance (2021-22: 308).
- Our staff helped our clients to resolve 296 advice issues (2021-22: 357) and made 124 referrals to specialist providers (2021-22: 106).
- 269 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 (2021-22: 325). After attending wellbeing provision, clients reported improvements in three key areas: increased confidence, resilience and support networks.
- 149 adults benefitted from the Wellbeing Clinic (2021-22: 134). 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.
- 26 women participated in the Women's Confidence Programme, which includes the 6-week course, and a Women's Self Care Day (2021-22: 81).
- 5 children received long-term support from our Children and Young People's Counsellor (2021-22: 6).

## Plans for the Future

The ClementJames Centre is an organisation that has strived to place the needs of our clients above all else, and this will continue to be a focus for the charity. Whilst the concerns surrounding the COVID pandemic have receded, the cost of living crisis continues to create greater challenges for our clients, making the need for our Centre and our services increasingly important. In 2023, RBKC released a new four-year Council Plan, with a focus on making the borough 'Greener, Safer and Fairer'. RBKC has also created a new Grenfell Restorative Justice framework, which will replace the Grenfell Recovery Fund in 2024. These wider developments will no doubt impact the work of the Centre going forward. The points below highlight some of the areas of focus for the coming year.

- Last year the Advocacy and Exclusion project was piloted in line with the North Kensington School Inclusion project supporting young people at risk of exclusion. In the coming year, our aim is to empower more parents and guardians to make informed decisions about their children's rights and educational choices. We are also developing our Early Intervention programme, which will focus on having a more integrated relationship with mainstream schools and alternative provisions to prevent exclusions whenever possible
- We will be working more collaboratively with partners across all of our delivery strands, ensuring that we offer specialist support as a vital overlay to our services. For example, we have developed a strong relationship with Shelter which provides housing-related advice and guidance to clients in addition to training and support for our staff.
- In 2022-23, we made great strides with our Diversity and Inclusion work, especially in relation to improving community representation in our staff and trustee team. In the coming year, a greater focus will be on upskilling clients and beneficiaries to co-produce and potentially take a lead on recruitment, community engagement and programme focus. This will ensure that clients are being empowered to make meaningful contributions to the charity.
- After carrying out a review of our Capital Project, the trustee and senior management team made the decision to resume the development plans, which will see us significantly increase the available space at the Centre, whilst also improving efficiency and accessibility. The development will allow us to considerably extend our reach and drive more collaboration with the community as well as voluntary and corporate partners.

## Financial Review

Total expenditure for the year amounted to £1,312,905 (August 2022: £1,212,122). Total income amounted to £1,340,514 (August 2022: £1,297,350). The two largest elements of income came from The Royal Borough of Kensington and Chelsea £315,467 (August 2022: £293,610) and IntoUniversity £190,000 (August 2022: £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 2023 the charity had unrestricted net assets of £745,908 (£742,519 unrestricted funds and £3,389 fixed assets) (2022: £711,260 unrestricted funds £7,039 fixed assets).

The trustees are very grateful to the Royal Borough of Kensington and Chelsea and to all the charitable trusts, 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 of 31 August 2023, the charity held free reserves of £742,519 (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 the cost of living crisis, 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 over five months' running costs in 2023-24. The charity is continuing in its fundraising efforts to increase the level of reserves commensurate with the increase in annual expenditure. The purpose of the charity's unrestricted 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
- meet unexpected opportunities which cannot be funded out of normal operating income
- provide 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 invested at a higher rate of interest in the Church Benevolent Fund account managed by CCLA Investment Management Limited.

## **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, trusts, individuals and public bodies. The great majority of the charity's income is generated from fundraising 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 also participate in silent auctions or raffles, as well as signing up to learn more and become supporters of the centre.

As outlined by the Fundraising Regulator, we will take into account the needs of any potential donor who may be considered vulnerable or in need of care and support to make an informed decision. We will not exploit the trust, lack of knowledge or vulnerable circumstance of any donor at any time. We will not take a donation if we know/have good reason to believe that a person lacks capacity or is in a vulnerable position and cannot make an informed decision to donate.

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 2022-2023.

## **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 Statement of Recommended Practice (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 a 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
- 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.

**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 for Charities (SORP 2015) (Second Edition, effective 1 January 2019)

Approved by the trustees on ..... 7 December 2023 ..... and signed on their behalf by:

DocuSigned by:  
  
.....FAB83FA7B98E4CB..... (Chair)  
Sophie Lewisohn

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

### **Opinion**

We have audited the financial statements of St Clement and St James Community Development Project for the year ended 31 August 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows 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 charitable company's affairs as at 31 August 2023 and of the charitable company's net movement in funds, including the 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.

### **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.

### **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 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 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 (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 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 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.
- the directors 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 directors' report and from the requirement to prepare a strategic report

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

As explained more fully in the trustees' responsibilities statement set out on page 17 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charitable company and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to the use of restricted funds and Charity Law, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006, Charities Act 2011 and Charities SORP.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to recognition of income. Audit procedures performed by the engagement team included:

- Inspecting minutes of Trustees' meetings;
- Reviewing allocations and disclosures relating to restricted funds;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals including the control environment and purpose; and
- Challenging assumptions and judgements made by management in their critical accounting estimates. There were no areas within the financial statements that required the Trustees to make significant judgements or estimates during the year.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including to those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more the compliance with a law or financial regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

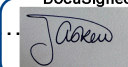
A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. 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.

Jane Askew (Senior Statutory Auditor)  
For and on behalf of Haysmacintyre LLP, Statutory Auditor

10 Queen Street Place  
London  
EC4R 1AG

DocuSigned by: 14 December  
.....2023  
  
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**STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account) FOR THE YEAR TO 31 AUGUST 2023**

		Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
		£	£	£	£
	<b>Note</b>				
<b>INCOME FROM:</b>					
Donations and legacies	<b>2</b>	514,436	815,696	1,330,132	1,289,644
Other trading activities	<b>3</b>	6,862	-	6,862	7,436
Investments		3,520	-	3,520	270
<b>Total Income</b>		<b>524,818</b>	<b>815,696</b>	<b>1,340,514</b>	<b>1,297,350</b>
<b>EXPENDITURE ON:</b>					
Raising funds	<b>4</b>	73,755	-	73,755	71,489
Charitable activities	<b>4,11</b>	423,454	815,696	1,239,150	1,140,633
<b>Total Expenditure</b>		<b>497,209</b>	<b>815,696</b>	<b>1,312,905</b>	<b>1,212,122</b>
<b>Net income</b>		27,609	-	27,609	85,228
<b>Funds brought forward</b>		718,299	-	718,299	633,071
<b>Funds at 31 August</b>		<b>745,908</b>	<b>-</b>	<b>745,908</b>	<b>718,299</b>

The notes on pages 24-38 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 2022 are presented in note 15.

## BALANCE SHEET AT 31 AUGUST 2023

		2023	2022
		£	£
	Note		
<b>Fixed Assets</b>	<b>7</b>	3,389	7,039
<b>Current Assets</b>			
Debtors	<b>8</b>	116,742	123,629
Cash in bank & in hand		851,904	754,789
		<b>968,646</b>	<b>878,418</b>
<b>Creditors</b>			
Amounts falling due within one year	<b>9</b>	226,128	167,158
<b>Net Current assets</b>		<b>742,519</b>	<b>711,260</b>
<b>Net assets</b>		<b>745,908</b>	<b>718,299</b>
<b>The funds of the charity:</b>			
Unrestricted funds: General	<b>10,11</b>	742,519	711,260
Unrestricted funds: Designated	<b>10,11</b>	3,389	7,039
Unrestricted funds		<b>745,908</b>	<b>718,299</b>

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 and authorised for issue by the Board of Trustees on 07/12/2023 and signed on their behalf by:

.....  
**Sophie Lewishon**

The notes on pages 24-38 form part of the financial statement.

Charity Number: 1009253. Company Registration Number: 2677427.

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 AUGUST 2023

		2023	2022
		£	£
	<b>Note</b>		
<b>Cash flows from operating activities:</b>			
Net cash provided by operating activities	A	93,595	131,180
<b>Cash flows from investing activities:</b>			
Interest income		3,520	270
<b>Net cash provided by investing activities</b>		<b>3,520</b>	<b>270</b>
<b>Increase in cash and cash equivalents in the year</b>		<b>97,115</b>	<b>131,450</b>
Cash and cash equivalents at the beginning of the year		754,789	623,339
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR</b>		<b>851,904</b>	<b>754,789</b>

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

	2023	2022
	£	£
Net movement in funds	27,609	85,227
Add back depreciation charge	3,650	3,650
Deduct interest income	(3,520)	(270)
Increase in debtors	6,887	(18,365)
Increase in creditors	58,969	60,938
<b>Net cash provided by operating activities</b>	<b>93,595</b>	<b>131,180</b>

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

### 1. ACCOUNTING POLICIES

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

#### Basis of preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition, effective 1 January 2019).

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 a 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 that 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 as follows;

- Expenditure is recognised on an accrual basis as a liability is incurred.
- Expenditure includes VAT which cannot be recovered and is reported as part of the expenditure to which it relates.
- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in note 4.

#### VAT

The charity is not registered for VAT.

#### 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.

## **NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023**

### **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.

### **Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees and in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

### **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 pension 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 on 31 Aug 2023 (2022:10).

### **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. There were no areas within the financial statements that required the trustees to make significant judgements or estimates during the year.

**NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023**

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
<b>2. Grants, Donations &amp; Legacies</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
ABN Amro Bank	-	440	440	-
All Aboard Shops	-	500	500	-
Asda Foundation	-	-	-	1,500
Audley Travel	-	750	750	-
BBC Children in Need	-	22,744	22,744	25,793
Belpech	-	2,500	2,500	-
Blackrock	-	-	-	10,850
Campden Charities	-	9,000	9,000	3,000
Charities Aid Foundation	-	77,778	77,778	132,222
Chelsea Rotary Fund	100	-	100	-
Childhood Trust	-	-	-	18,333
Co-op	-	-	-	1,163
Corcoran Foundation	-	2,000	2,000	1,000
DE Group	-	749	749	-
Dunnhumby	-	224	224	143
Du Plessis Family Foundation	-	-	-	10,000
Enterprise Holdings Foundation	2,000	-	2,000	-
Esmee Fairbairn Foundation	-	15,000	15,000	10,000
Ernst and Young	-	15,000	15,000	-
Ground Works UK	-	-	-	800
Henry Oldfield Trust	-	5,833	5,833	-
Henry Smith Foundation	-	62,800	62,800	37,000
Hollick Family Foundation	-	10,000	10,000	-
IntoUni	-	190,000	190,000	190,000
KCSC	-	32,652	32,652	34,563
K&C Foundation	-	46,500	46,500	30,500
L & Q Place Makers Fund	-	5,000	5,000	5,000

**NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023**

London Community Foundation	-	-	-	11,500
London Community Foundation and Evening Standard	-	-	-	15,000
Mercers' Company	-	29,000	29,000	-
National Lottery Community Fund	-	65,274	65,274	102,520
Paddington Development Trust: Community Grants	-	-	-	18,000
Peter Stormonth Darling Charitable Trust	5,625	-	5,625	18,000
Quadrature	50,000	-	50,000	-
Sheila's Fund	-	-	-	25,000
Souter Chraitable Trust	3,000	-	3,000	-
SUEZ	-	1,980	1,980	40,000
The Borrows Charitable Trust	-	-	-	1,000
The Gosling Foundation	-	4,167	4,167	1,000
The Grenfell Foundation (Fight 4 Grenfell)	1,753	-	1,753	-
The Lightbulb Trust	-	15,000	15,000	-
The Linbury Trust	-	55,000	55,000	50,000
The Ogden Trust	-	5,000	5,000	-
The Progress Foundation	-	12,500	12,500	-
The Royal Borough of Kensington & Chelsea	235,722	79,745	315,467	293,610
Thomas's Schools Foundation	-	3,000	3,000	2,500
West London Zone	-	23,750	23,750	22,868
William Allen Young Trust	-	476	476	-
Worshipful Company of International Bankers	-	1,000	1,000	1,000
W O Street Charitable Foundation	-	1,333	1,333	1,000
Wyseliot	-	4,000	4,000	4,000
29th May 1961 Charitable Trust	5,000	-	5,000	-
Individual donations	211,236	15,000	226,236	200,779
<b>Total</b>	<b>514,436</b>	<b>815,696</b>	<b>1,330,132</b>	<b>1,289,644</b>

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

### (continued) Donations & Legacies – 2022 comparatives

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
<b>2 a. Grants, Donations &amp; Legacies</b>				
<i>Arts Council England</i>	-	-	-	10,000
<i>Asda Foundation</i>	-	1,500	1,500	-
<i>BBC Children in Need</i>	-	25,793	25,793	25,164
<i>BCG</i>	-	-	-	5,000
<i>Blackrock</i>	-	10,850	10,850	18,017
<i>Campden Charities</i>	3,000	-	3,000	3,500
<i>Charities Aid Foundation</i>	-	132,222	132,222	31,000
<i>Childhood Trust</i>	-	18,333	18,333	1,667
<i>City Bridge Trust</i>	-	-	-	40,167
<i>Co-op</i>	-	1,163	1,163	1,887
<i>Corcoran Foundation</i>	1000	-	1,000	3,060
<i>Dunnhumby</i>	-	143	143	-
<i>Du Plessis Family Foundation</i>	10,000	-	10,000	-
<i>Ground Works UK</i>	-	800	800	-
<i>Grove Trust</i>	-	-	-	42,250
<i>Henry Smith Foundation</i>	-	37,000	37,000	24,000
<i>Hollick Family Foundation</i>	-	-	-	4,584
<i>IntoUni</i>	-	190,000	190,000	190,000
<i>Johnson &amp; Johnson</i>	-	-	-	1,500
<i>KCSC - Community Living Well</i>	-	34,563	34,563	15,281
<i>K&amp;C Foundation</i>	-	30,500	30,500	77,771
<i>L&amp;Q Place Makers Fund</i>	-	-	-	-
<i>Leathersellers' Company Charitable Fund</i>	-	-	-	15,000
<i>Lloyds Foundation</i>	-	-	-	31,335
<i>London Community Foundation (LCF)</i>	-	11,500	11,500	-

**NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023**

<i>LCF and Evening Standard</i>	-	15,000	15,000	15,000
<i>Lucid Group</i>	-	-	-	3,000
<i>Mercers' Company</i>	-	-	-	25,000
<i>National Lottery Community Fund</i>	-	102,520	102,520	102,500
<i>National Lottery Covid Fund</i>	-	-	-	50,333
<i>Open Hand</i>	-	-	-	10,000
<i>Paddington Development Trust:</i>	-	18,000	18,000	2,000
<i>Peter Stebbings Memorial Charity</i>	-	-	-	6,000
<i>Raising Foundation</i>	-	-	-	60,000
<i>Sheila's Fund</i>	25,000	-	25,000	25,000
<i>SUEZ</i>	-	40,000	40,000	-
<i>The Grenfell Foundation (Client Fund)</i>	-	-	-	9,500
<i>The Linbury Trust</i>		50,000	50,000	-
<i>The Royal Borough of Kensington &amp; Chelsea</i>	211,237	82,373	293,610	196,262
<i>Thomas's Schools Foundation</i>	-	2,500	2,500	1,500
<i>Thomas's Schools PTA</i>	-	-	-	1,748
<i>Tudor Trust</i>	-	2,000	2,000	2,000
<i>Travers Smith</i>	-	-	-	1,500
<i>West London Zone</i>	-	22,868	22,868	21,410
<i>Worshipful Company of International Bankers</i>	-	1,000	1,000	1,000
<i>Wyelands Bank</i>	-	4,000	4,000	200
<i>Wyseliot</i>	-	4,000	4,000	4,000
<i>Individual donations</i>	200,779	-	200,779	178,103
<b>Total</b>	<b>451,016</b>	<b>838,628</b>	<b>1,289,644</b>	<b>1,257,239</b>

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

3. Other Trading Activities	Unrestricted	Restricted	2023	2022
	£	£	£	£
Rental	5,100	-	5,100	5,370
Miscellaneous	1,762	-	1,762	2,066
	<b>6,862</b>	<b>-</b>	<b>6,862</b>	<b>7,436</b>

## 4. Total Expenditure

	Staff Costs	Direct Costs	Support Costs	2023
	£	£	£	£
Raising funds	73,755	-	-	73,755
<b>Charitable Activities</b>				
Capital	-	-	20,109	20,109
Adult Learning	178,938	19,113	29,519	227,570
Children & Young People	294,932	19,697	22,615	337,244
Depreciation	-	-	3,650	3,650
Employment Support	309,793	16,157	31,661	357,611
Wellbeing and Support	235,525	15,937	29,620	281,082
<b>Governance</b>				
Misc. Expenditure	-	-	337	337
External Audit	-	-	10,200	10,200
Trustees Indemnity Insurance	-	-	1,347	1,347
	<b>1,019,188</b>	<b>70,904</b>	<b>149,058</b>	<b>1,239,150</b>
<b>Total expenditure</b>	<b>1,092,943</b>	<b>70,904</b>	<b>149,058</b>	<b>1,312,905</b>

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

<b>4a. Analysis of Support Costs</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Repairs and Maintenance	31,290	22,836
Gifts and Events	3,942	24,830
Legal Professional Fees	17,892	15,220
Rent	16,000	16,000
Insurance	13,428	11,708
Advertising	12,257	5,770
Other	54,249	22,691
<b>Total</b>	<b>149,058</b>	<b>119,055</b>

### 4b. Total Expenditure - 2022 comparative

	<b>Staff Costs</b>	<b>Direct Costs</b>	<b>Support Costs</b>	<b>Total 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<i>Raising funds</i>	71,489	-	-	71,489
<b>Charitable Activities</b>				
<i>Capital</i>	-	-	-	-
<i>Adult Learning</i>	173,794	15,314	25,705	214,813
<i>Children &amp; Young People</i>	253,725	27,134	22,158	303,017
<i>Depreciation</i>			3,650	3,650
<i>Employment Support</i>	275,174	15,724	31,828	322,726
<i>Wellbeing and Support</i>	243,934	16,780	25,556	286,270
<b>Governance</b>				
<i>External Audit</i>	-	-	8,820	8,820
<i>Trustees Indemnity Insurance</i>	-	-	1,337	1,337
<b>Total expenditure</b>	<b>1,018,116</b>	<b>74,952</b>	<b>119,054</b>	<b>1,212,122</b>

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

### 5. Net Income for the year

	2023	2022
	£	£
This is stated after charging/crediting		
Auditors remuneration (including VAT)		
Audit	10,200	8,820
	<b>10,200</b>	<b>8,820</b>

### 6. Staffing Costs and Numbers

	2023	2022
	£	£
<b>Staff Costs were as follows:</b>		
Salaries and wages	967,287	902,309
Social security costs	76,799	69,135
Pension contributions	41,107	39,275
Other staff costs	7,750	7,397
	<b>1,092,943</b>	<b>1,018,116</b>

One employee received more than £60,000 during the year (2022: £60,000-£70,000 none). The employee is part of the charity's Aviva pension scheme.

The total cost to the charity of employing its key management personnel of the charity was £323,942 (2022: £319,210). The key management personnel of the charity are considered to be the 3 team managers, 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.

	2023	2022
	Number	Number
Project delivery staff	25	25
Management & support staff	12	14
	<b>37</b>	<b>39</b>

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

### 7. Fixed Assets

	<b>Land &amp; Buildings</b>
	<b>£</b>
<b>Cost</b>	
At 1 September 2022	21,639
Additions	0
Disposals	0
	<hr/>
At 31 August 2023	<b>21,639</b>
	<hr/>
<b>Accumulated Depreciation</b>	
at 1 September 2022	14,600
Charge for year	3,650
	<hr/>
At 31 August 2023	<b>18,250</b>
	<hr/>
<b>Net Book Value</b>	
At 31 August 2023	<b>3,389</b>
	<hr/>
At 31 August 2022	<b>7,039</b>
	<hr/>

### 8. Debtors

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Accrued income	114,919	119,946
Other debtors	1,823	3,683
	<hr/>	<hr/>
	<b>116,742</b>	<b>123,629</b>
	<hr/>	<hr/>

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

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

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Accruals	41,536	30,239
Deferred income	184,592	136,919
	<b>226,128</b>	<b>167,158</b>

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Analysis of deferred income:		
Balance brought forward 1 September 2022	136,919	78,029
Released to SOFA during the year	(136,919)	(78,029)
Amount deferred during the year	184,592	136,919
Balance at 31 August 2023	<b>184,592</b>	<b>136,919</b>

### 10. Analysis of net assets between funds

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	3,389	-	3,389
Current assets	968,646	-	968,646
Current liabilities	(226,127)	-	(226,127)
Net current assets at 31 August 2023	<b>745,908</b>	<b>-</b>	<b>745,908</b>

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

### 11. Designation and Restriction of funds

		at 31 Aug 2022	Income	Expenditure	at 31 Aug 2023
Programme Designation:		£	£	£	£
Capital					
	Restricted	-	15,000	(15,000)	-
	Unrestricted	-	5,109	(5,109)	-
		-	<b>20,109</b>	<b>(20,109)</b>	-
Adult Learning					
	Restricted	-	33,476	(33,476)	-
	Unrestricted	-	216,273	(216,273)	-
		-	<b>249,749</b>	<b>(249,749)</b>	-
Children and Young People					
	Restricted	-	226,680	(226,680)	-
	Unrestricted	-	127,624	(127,624)	-
		-	<b>354,304</b>	<b>(354,304)</b>	-
Employment Support					
	Restricted	-	358,796	(358,796)	-
	Unrestricted	-	22,699	(22,699)	-
		-	<b>381,495</b>	<b>(381,495)</b>	-
Wellbeing & Support					
	Restricted	-	181,744	(181,744)	-
	Unrestricted	-	121,517	(121,517)	-
		-	<b>303,261</b>	<b>(303,261)</b>	-
Designated Fund (Fixed Asset)					
	Restricted	-	-	-	-
	Unrestricted	7,039	-	(3,650)	3,389
			-	<b>(3,650)</b>	
General Fund					
	Restricted	-	-	-	-
	Unrestricted	711,260	31,596	(337)	742,519
			31,596	(337)	
Total Restricted		-	815,696	(815,696)	-
Total Unrestricted		718,299	524,818	(497,209)	745,908
Total funds		<b>718,299</b>	<b>1,340,514</b>	<b>(1,312,905)</b>	<b>745,908</b>

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

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 children and young people's education programme, employment support programme and the wellbeing & support programme. The designated fund refers to the charity's fixed assets (the eco-garden studios).

### 11. Designation and Restriction of funds

		at 31 Aug			at 31 Aug	
		2021	Income	Expenditure	2022	
		£	£	£	£	
<b>Programme Designation:</b>						
<i>Capital</i>						
	<i>Restricted</i>	-	-	-	-	-
	<i>Unrestricted</i>	-	-	-	-	-
		-	-	-	-	-
<i>Adult Learning</i>						
	<i>Restricted</i>	-	51,540	(51,540)	-	-
	<i>Unrestricted</i>	-	183,684	(183,684)	-	-
		-	<b>235,224</b>	<b>(235,224)</b>	-	-
<i>Children and Young People</i>						
	<i>Restricted</i>	-	287,023	(287,023)	-	-
	<i>Unrestricted</i>	-	32,324	(32,324)	-	-
		-	<b>319,347</b>	<b>(319,347)</b>	-	-
<i>Employment Support</i>						
	<i>Restricted</i>	-	297,578	(297,578)	-	-
	<i>Unrestricted</i>	-	48,825	(48,825)	-	-
		-	<b>346,403</b>	<b>(346,403)</b>	-	-
<i>Wellbeing &amp; Support</i>						
	<i>Restricted</i>	-	202,487	202,487	-	-
	<i>Unrestricted</i>	-	105,011	105,011	-	-
		-	<b>(307,498)</b>	<b>(307,498)</b>	-	-
<i>Designated Fund</i>						
	<i>(Fixed Asset)</i>					
	<i>Restricted</i>	-	-	-	-	-
	<i>Unrestricted</i>	10,689	-	(3,650)	7,039	-
		-	-	<b>(3,650)</b>	-	-
<i>General Fund</i>						
	<i>Restricted</i>	-	-	-	-	-
	<i>Unrestricted</i>	622,382	88,878	-	711,260	-
		-	88,878	-	-	-
<i>Total Restricted</i>		-	838,628	(815,696)	-	-
<i>Total Unrestricted</i>		633,071	458,722	(373,494)	718,299	-
<i>Total funds</i>		<b>633,071</b>	<b>1,297,350</b>	<b>(1,212,122)</b>	<b>718,299</b>	-

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

### 12. Accommodation

The charity leases its main building at a peppercorn rent from the Church and additional premises from the Church at a rate that would not be available on the open market. 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 IntoUni totalling £190,000. Sophia Lewisohn (one of the charity's trustees) was also a trustee of IntoUni during the period.

The aggregate of donations received from the Trustees & related parties in the year was £19,105 (2022 £17,182).

Symone Williams was paid a fee of £1,721 for services as The ClementJames Carnival Artist.

At the year's end, a balance of £14,319 was owed to IntoUni by the charity and a balance of £755 was owed to the charity by IntoUni.

### 15. Comparative Statement of Financial Activities 2022

	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total 2022</i>
	£	£	£
<b>INCOME FROM:</b>			
<i>Donations and legacies</i>	451,016	838,628	1,289,644
<i>Other trading activities</i>	7,436		7,436
<i>Investments</i>	270		270
<b>Total Income</b>	<b>458,722</b>	<b>838,628</b>	<b>1,297,350</b>
<b>EXPENDITURE ON:</b>			
<i>Raising funds</i>	71,489		71,489
<i>Charitable activities</i>	302,005	838,628	1,140,633
<b>Total Expenditure</b>	<b>373,494</b>	<b>838,628</b>	<b>1,212,122</b>
<b>Net income</b>	<b>85,228</b>	-	<b>85,228</b>
<b>Funds brought forward</b>	<b>633,071</b>		<b>633,071</b>
<b>Funds at 31 August</b>	<b>718,299</b>		<b>718,299</b>

**ST CLEMENT & ST JAMES COMMUNITY DEVELOPMENT PROJECT**

England & Wales - Charity number 1009253

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# Accounts

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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 2022**

Company number: 2677427  
Charity number: 1009253

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

**Letter from the Chair**  
**Sophie Lewisohn**

For the first time in my role as Chair of The ClementJames Centre, I am pleased to present the report and accounts for the year ending August 31, 2022. The past twelve months have been full of activity as we returned to face-to-face delivery with our clients following the easing of pandemic restrictions. There has also been change in the organisation as we said farewell to Clare Richards, our CEO of more than 20 years, and welcomed our new CEO, Dami Solebo.

My fellow trustees and I would like to thank Clare Richards for her years of committed service with ClementJames during which the charity expanded its reach within the wider community of Notting Dale and increased its range of services from education to employment support to well-being, advice and guidance. We wish Clare every success in this new stage of her career. In the period before the appointment of a new CEO the charity was ably guided by Hannah Starr who stepped into the role of Interim CEO and was supported Leo Reid as Deputy CEO (Operations) and Esther Pickering as Deputy CEO (Programmes). This management structure underpinned the stable running of the charity during the process of appointing a new CEO. We would like to thank the entire staff of the charity for their help and support in the transition to a new leadership. Our Chair of ten years, Julian Knott, stepped down in early 2022. The charity is grateful to Julian for his time and dedication leading the organisation and for his wisdom, humanity and guidance, particularly in the months and years following the Grenfell Tower Fire.

We are very pleased to welcome Dami Solebo as CEO who joins us with broad experience working with people facing challenging circumstances. Dami was director of Finding Rhythms, a charity delivering creative interventions in prisons and community settings, and previously worked with Voyage Youth, an organisation providing mentoring and education support to young BAME people at risk of social exclusion. He has already made strong contacts with the local community, is building relationships with donors and funders, and has integrated well with our staff team.

We would like to thank our dedicated team of staff and volunteers for continuing to support members of the local community with a range of services. This year, 2021-22, we have supported over 2,500 children, young people and adults in their education and employment goals, wellbeing and advice needs. The community hub welcomed two new managers, Jill Watson (with responsibility for Diversity & Inclusion) and Joss Cullen (with responsibility for Safeguarding). Staff continue with both tried and tested and innovative ways to improve outcomes for our clients. A new strand of our work is our Young People's Advocacy run by Ella Graham with support from the Coram Foundation.

Our work relies on the generosity of a variety of donors, individuals, trusts and foundations and statutory organisations. We are immensely grateful to the valuable support these organisations and individuals give to the charity. The charity was nominated (together with our neighbour charity, Rugby Portobello Trust) by the Mayor of Kensington and Chelsea, Cllr David Lindsay, as his Mayoral Charity for the year to May 2023. We are pleased to be working with the Mayor, particularly on the Future Focus programme. With the support of our funders together with the dedication of our staff, volunteers and trustees, we are committed in our work to improve lives and life goals in the community around the Centre.

Sophia Lewisohn

Chair of Trustees

**REPORT OF THE TRUSTEES**  
**Year ended 31 August 2022**



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The trustees present their report and audited financial statements for the year ended 31 August 2022.

### 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

Julian Knott	Chair	Resigned as Trustee 25/01/2022
Adekunle Awodele		
Vanessa Casey		
Belinda Davie		
Manuel de Souza Girão		
Joanna Gardner		
Setor Lassey		
Sophia Lewisohn – Chair	Chair	Appointed as Chair 25/01/2022
Richard Ryan		
Katherine Soanes		
Rev'd Gareth Wardell	Vicar of St Clement & St James Parish	

#### Audit and Risk Committee

Setor Lassey (Chair)  
Joanna Gardner  
Richard Ryan

#### Fundraising & Development Committee

Katherine Soanes (Chair)  
Sophie Lewisohn

#### Investment Committee

Manuel de Souza Girão (Chair)  
Richard Ryan

#### Capital Development Committee

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

#### Nominations & Remuneration Committee

Richard Ryan (Chair)  
Sophia Lewisohn  
Katherine Soanes

#### Development Board

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

### Senior Management Team

Dami Solebo  
(Chief Executive – From  
11/07/20022)  
Leo Reid (Chief Operations  
Officer)  
Esther Pickering (Chief  
Programmes Officer)

### Senior Leadership Team

Joss Cullen (Hub Manager)  
  
Jill Watson (Hub Manager)  
  
Daniel Sadler (IntoUniversity  
Centre Leader)

### 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

### Auditor

Haysmacintyre LLP, 10 Queen Street, London, ECR 1AG

## 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 Norland; 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 review 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, background / DBS checks 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.

### 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. With Clare Richard (former CEO) stepping down, the trustees increased the frequency of these reviews to ensure that all internal controls were maintained.

Trustees have identified risks ranging from internal operational risks (e.g. staff and governance, safeguarding, financial risks etc.) to external risk (macroeconomic, political, reputational etc.). The trustees are 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/CONSEQUENCE	ACTION
<p><b>Political:</b> The charity receives a significant proportion of its income from the Royal Borough of Kensington and Chelsea. As a result, it is exposed to political risks. For example:</p> <p>Withdrawal of support for our activities. Reduction in provision or need to find alternative funders</p> <p>Change in government or political aims Failure to meet government aims and difficulty securing funding.</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>• Utilise the growing national reputation of IntoUniversity(IntoUni) emphasise the importance of the local charity</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>
<p><b>Staffing, Volunteers &amp; Governance</b></p>	<ul style="list-style-type: none"> <li>• Rigorous recruitment processes</li> <li>• Detailed onboarding of new leadership</li> <li>• Detailed review of policies and procedures</li> </ul>

<p>Transition in Leadership Gaps amongst key staff due to sickness, departure, parental leave, or holiday</p>	<ul style="list-style-type: none"> <li>• Increased engagement from the trustees to ensure policies and procedures are upheld</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</li> <li>• Monitor staff absences 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 the charity experience significant staff absences</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 &amp; Compliance</b> Failure to meet legal and health &amp; safety requirements Failure to meet Child Protection &amp; Safeguarding requirements Failure to meet data protection obligations</p>	<ul style="list-style-type: none"> <li>• Preparation of 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>• 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>• Review regularly.</li> <li>• Maintain up to date Safeguarding policy and review annually</li> <li>• Appoint a Safeguarding Lead, 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>• On-going monitoring and awareness of risks with reporting of issues / incidents to appropriate persons</li> <li>• Safeguarding to be a standing agenda item at all trustee meetings</li> <li>• Periodic spot checks on the implementation of COVID-19 prevention systems, child protection procedures and data protection systems.</li> <li>• All staff, volunteers and Trustees will be DBS checked</li> <li>• Ensure appropriate governance, oversight and reporting to trustees</li> <li>• Ensure any required reporting to authorities is done</li> </ul>

	<ul style="list-style-type: none"> <li>• Designated Data Protection Lead the charity in place</li> <li>• Annual review of data protection policies to ensure compliance with General Data Protection Regulation (GDPR)</li> <li>• Annual provision of data protection training for all staff</li> <li>• Maintain primary database on European-based server</li> <li>• Ensure policies regarding data protection are adhered to by staff</li> </ul>
<p><b>Financial</b>  Major capital expenditure required  Capital building project expenditure required  Cost of Living Crisis</p>	<ul style="list-style-type: none"> <li>• Ongoing monitoring by SMT and board of fundraising progress</li> <li>• Budget maximises cost efficiencies and includes contingency for unforeseen 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 under perform</li> <li>• Seek alternative funding sources and new funders to mitigate risk from future potential challenging fundraising</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 our 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>• Identify a diverse range of funders to ensure that capital specific funders are found</li> <li>• CEO and Fundraising Officers to ensure that capital fundraising does not encroach on running cost funding</li> <li>• Obtain all or a significant sum of funding for the Capital Building Project prior to any substantial building works proceeding and obtain Trustee approval to proceed with substantial building works</li> <li>• Delegate approval or board approval needed to move ahead with building work or parameters of what can be done under delegated approval</li> <li>• Report back to the trustees or the Risk and Audit Committee on fundraising and expenditure</li> <li>• Prior to any substantial building works, have a detailed plan about how services will operate during works and communications with</li> </ul>

	<p>church, neighbours and a formal contract for building works</p>
<p><b>Financial</b> Loss of funding from major sources and need to cut budget and expenditure</p>	<ul style="list-style-type: none"> <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>• Recruit more volunteers</li> <li>• Work with IU centres to reduce expenditure</li> <li>• Continue to actively seek new sources of funding to diversify income base</li> <li>• Maintain strong relationship with IU, across CEO, board Chair and trustees</li> <li>• We will continue to liaise over funding opportunities.</li> <li>• Maintain a good relationship between the ClementJames IntoUni program and the rest of the IntoUni network</li> <li>• Continue and seek to develop diverse funding base across government, corporates and other donors</li> </ul>
<p><b>Financial</b> Anti -Bribery, Corruption (ABC) Damage to reputation Potential fine and sanctions Lack of economic growth and the impact of this on income Lack of economic growth and the impact of this on income</p>	<ul style="list-style-type: none"> <li>• ABC policy in place setting out responsibilities of trustees and SMT for ensuring compliance of trustees and SLT and training</li> <li>• Appoint an ABC / compliance officer responsible for oversight of policy</li> <li>• Implementation of donor acceptance policy – with a risk based approach to additional checks</li> <li>• Inclusion of ABC policy in staff handbook and trustee handbook</li> <li>• Train SLT to monitor ABC in recruitment</li> <li>• Train SLT to ensure that hospitality does not contravene policy</li> <li>• Finance policy procedures on competitive selection of suppliers above specified limits</li> <li>• Dual authorisation of supplier payments</li> <li>• Transparent financial records</li> <li>• Annual review of systems, policies and controls</li> <li>• Fundraising strategy in place to ensure diverse income streams</li> <li>• Maintain financial prudence</li> <li>• We have a reserves policy in place and should maintain these reserves in accordance with our policy</li> <li>• Maintain prudent cost control and financial management</li> <li>• Ensure a prudent budgeting process which reflects likely reality</li> <li>• Consider what services are required to meet demand and how to deliver them to be most effective with resources available or how to manage demand (eg collaboration organisations)</li> <li>• Consider how to manage utility usage and other variables so as to be most efficient and control costs</li> </ul>

	<ul style="list-style-type: none"> <li>• Fundraising strategy in place to ensure diverse income streams</li> <li>• We have a reserves policy in place and should maintain these reserves in accordance with our policy</li> <li>• Maintain prudent cost control and financial management</li> <li>• Ensure a prudent budgeting process which reflects likely reality</li> </ul>
<p><b>Major Incident</b> Failure to support clients appropriately across the range of need</p>	<ul style="list-style-type: none"> <li>• Understand local provision for well-being, mental health and social care and continue to direct clients with more challenging needs to the correct third-party organisations</li> <li>• Maintain contact with affected committees, community groups, and clients to understand the changing needs of that group</li> <li>• Regularly review provision on offer and determine whether additional programs are required (aligned to our core strands) to support communities</li> <li>• Regularly review provision provided by other key partners and be clear on what provision the charity will deliver and what provision is best delivered by third party partners</li> </ul>
<p><b>Technological</b> Data Security Electronic data is accessed by unauthorised persons. Sensitive data is misused 3<sup>rd</sup> party personal data compromised or lost Financial or operational data impacted / lost by malware, ransomware, etc.</p>	<ul style="list-style-type: none"> <li>• Maintain robust data protection policies</li> <li>• Password protect sensitive information / client data</li> <li>• Ensure data security policies in line with legal requirements</li> <li>• Maintain a data security and data protection officer</li> <li>• COO to perform regular spot checks and reviews on implementation of policy</li> <li>• Create policy detailing approach for dealing with any potential data loss</li> <li>• Access to different types of information within the organisation will be restricted to the appropriate members of staff</li> <li>• Ensure that third party providers adhere to data policies in line with legal requirements / the charity requirements</li> <li>• Cyber security risk management framework and policies to be developed and implemented</li> </ul>

### Organisational Structure

During the year the board met six times, 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 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, Dami Solebo, who reports directly to the Chair 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. **IntoUniversity** contributed £190,000 towards the **IntoUniversity** programme at The ClementJames Centre from 1 September 2021 to 31 August 2022. The **IntoUniversity** work of The ClementJames Centre 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. **IntoUni** refers to the **IntoUni** 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.

### Management

Salaries for key management personnel are set by the Remunerations Committee, a subcommittee of the trustee board. The Committee review other local and national organisations to ensure that salaries are appropriate (taking benchmarking with other charities of a similar size into consideration). Salaries are reviewed annually.

### Staff

The trustees would like to thank The ClementJames Centre's amazing staff, without whom none of the charity's achievements would be possible. Their dedication, commitment and determination has ensured that the charity has remained a positive and crucial resource for the people of North Kensington, some of which has been delivered under COVID-19 restrictions.

### Volunteers

In addition, the trustees would like to thank the dedicated volunteers at the charity, of whom there are over 140. These volunteers provide a vital service in a range of activities from regularly assisting students during Academic Support sessions to mentoring our adult clients and helping at our gardening club.

### 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 Notting dale St James Norland or any united parish comprising St Clements Nottingdale St James Norland 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 in North Kensington. 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 aims to reduce 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 challenges our Adult Learning programme addresses:**

- Over 1,400 local residents do not speak English at all or have a very limited grasp of the language;
- Many local EAL adults have had negative learning experiences in the past;
- Many local EAL adults are struggling to interact with their community, their children's school, the doctor etc;
- 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.

In addition, recent research has highlighted the uneven distribution of English skills and proficiency in the borough, with residents in the northern wards of the borough, where our centre is located, having lower levels of English proficiency and are more likely to have no qualifications. Some 23.6% of residents in our local Notting Dale ward have no qualifications which makes searching for employment and training even more challenging. RBKC also has a high number of households where English is not spoken as a first language. Low levels of English at home mean that many parents and guardians may find it challenging to provide their children with support for their school work at home, making it even more difficult for young people to catch up.

#### **What our 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. All classes take place in a friendly and welcoming environment to ensure students feel comfortable;
- **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** A low level conversation class designed to support domestic workers;
- **Community Learning Classes** A wide range of courses offer several 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 can 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, aspirational activities and intensive post COVID-19 catch up classes.

### The challenges our Children & Young People's Education programme addresses:

Young people from Britain's most marginalised 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. In addition, a lack of capacity in local schools for 1:1 support means many young people risk falling further behind and as a result disengaging from education. School exclusions in our local area are high, with RBKC having the highest rates of permanent exclusions in London, with many of the young people we support at an increased risk of exclusion as a result of disengagement and challenging behaviour.

### What our 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 children aged 7 to 18, 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;
  - **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.
- Mentoring** The charity works with the University of London and a wide range of other universities to provide mentors to The ClementJames Centre. 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 encouraging 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 12 students 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** 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;

### 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 challenges our 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.

North Kensington is an area with a high unemployment rate, and was badly affected by the pandemic. 25% of employees were furloughed in RBKC during this period and retail, one of RBKC's most significant industries was very badly hit. The employment rate in RBKC is 5% lower than London's employment rate. Furthermore, insecure work and in-work poverty are also a significant issue locally. Local research revealed that the number of people claiming in-work benefits almost trebled over the course of the pandemic.

#### What the Employment Support programme offers:

- **A needs assessment** Identifying transferable skills and training needs;
- **Benefit & work advice** including addressing potential challenges to work, e.g. low confidence, lack of interview knowledge, etc;
- **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;
- **Outreach** Involving employment/training support offered at other local community organisations;
- **Interview Skills Days** Corporate volunteering days where staff from business work with clients to increase their confidence, 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 challenge our 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.

One in five RBKC neighbourhoods are among the 20% most income-deprived in England and Wales and over the course of the pandemic, the rate of local people claiming out-of-work benefits rose by over 50%. Our staff have seen a large increase in the demand for our Information, Advice & Guidance services as a result of the pandemic and the more recent cost of living crisis, with many people seeking help with rising energy bills, housing issues and benefit claims

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

- **Advice and Guidance** Support is provided on a wide range of issues such as housing, benefits, education, finance and debt;
- **Health and Wellbeing** Services 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**

The ClementJames Centre is keenly aware that the Grenfell Tower fire has had a lasting impact on the local community. It with this in mind that we continue to provide support for those affected through our regular provision and have provided more intensive support wherever possible. ClementJames is committed to support this community for as long as is needed and we will remain a place of care and service.

### **6. Related activities**

The charity works closely in conjunction with other institutions including primary and secondary schools, universities, cultural institutions, other voluntary sector organisations and companies. Other activities that the charity provides for the local community include:

- **Community Garden** Providing an outdoor recreational space and classroom;
- **Support, Guidance & Training** Services for local organisations and individuals;
- **Premises** Our location is 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 2021-2022, the charity supported **1,707** children and young people (2020-21: **1,516** *This number was achieved despite COVID-19 restrictions*) and **883** adults (2020-21: 864) 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 principal sources of funding have been the local authority and trusts and foundations.

During the academic year 2021-2022, ClementJames activities included:

## Adult Learning

- **188** students completed a course on the Adult Learning Programme throughout the year (2020-21: 178). 89% of students achieved the course outcomes;
- **All** students also received Information, Advice and Guidance upon enrolment;
- **30** adult learning courses were offered throughout the year, providing accreditation to the majority of students and increasing employment and further education opportunities;
- **78%** of learners on our accredited English courses achieved their accreditation and **79%** of learners on our non-accredited English courses achieved the outcomes of the course;
- **50%** of learners on our accredited Maths courses achieved their accreditation;
- **79%** of learners on our accredited ICT courses achieved their accreditation and **60%** learners on our non-accredited ICT courses achieved the outcomes of the course.

## Children & Young People's Education

- **193** IntoUniversity students attended 3 or more academic support sessions (2020-21: 161), 1,267 students took part in our Primary and Secondary FOCUS programmes. (2020-21: 1161);
- **57** participated in holiday and out-of-school FOCUS workshops (2020-21: 134);
- **106** students benefited from the mentoring and buddy schemes (2020-21: 136);
- **80%** of our Year 13 students progressed directly to university, employment, training or apprenticeships;
- **74** Literacy and Numeracy students made a year's progress in either their Maths or Numeracy in just nine weeks;
- **56%** of Academic Support students reported improved school grades;
- **59%** of Academic Support students reported improved confidence;
- **61%** of Academic Support students said they are 'more likely to go to university';
- **114** children and young people received intensive numeracy and literacy support (2020-21: 83).

## Employment Support

- In 2021-2022, **144** clients received 1:1 Employment Support (2020-21: 139). Of these **85 (59%)** are now in employment or training (2020-21: 52%);
- **27** survivors from the Grenfell Tower fire and bereaved relatives received one-to-one employment support at Grenfell United. (2020-21: 54);
- **55** young people at risk of permanent exclusion from education attended a series of employment-based workshops and received one-to-one support (2020-21: 49);
- **61** clients benefited from seven 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 (2020-21: 41).

## Wellbeing & Support

- **308** local people received information, advice and guidance (2020-21: 274);
- Our staff helped our clients to resolve **357** advice issues (2020-21: 287) and made **106** referrals to specialist providers (2020-21: 53);
- **325** 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 (2020-21: 219). After attending wellbeing provision, clients reported improvements in three key areas: increased confidence, resilience and support networks;
- **134** adults benefitted from the Wellbeing Clinic (2020-21: 32). 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;

- **81** women participated in the Women's Confidence Programme, which includes the 6-week course, and a Women's Self Care Day (2020-21: 73);
- **6** children received long term support from our Children and Young People's Counsellor.

### **Awards and improvements**

- In the summer of 2022, The ClementJames Centre was shortlisted for the national Charity Times HR Management Award and the Charity Times Corporate Community Local Involvement Award with SUEZ recycling and recovery UK.

### **Plans for the Future**

The charity continues to respond to changing local needs, adapting programmes accordingly. Over the financial year 2022-23 both the quality and the scope of the charity's services will be developed to recognise the evolving landscape, especially in light of the impact of COVID 19 and wider economic challenges. The points below highlight some of the areas of focus for the coming year.

- Many young people have had disrupted education over the last few years, making our 1-2-1 Numeracy and Literacy support vital, in addition to our focused advocacy and advice provision and intensive group work targeting young people at risk of exclusion.
- The charity has also seen high numbers of adults facing unemployment and in-work poverty, making our Employment Support programme essential. The charity have reviewed this strand to ensure that coaching and guidance is more tailored and personalised to reflect the individual challenges and obstacles that people may face in obtaining employment.
- As part of a comprehensive Diversity and Inclusion strategy, the charity will ensure that it provides opportunities for our clients and users to input in the shape of programme development, partnerships and messaging. The strategy also focuses on a wider drive to make our staff and Board more representative of the community that the charity serves.
- The beginning of the 2022-23 financial year, the charity is reviewing our next steps regarding the capital project to expand the charity's office, teaching and meeting spaces, given the changing landscape in terms of need and fundraising capacity. The biggest drive for this development will be responding to the needs of existing and potential new clients.

### **Financial Review**

Total expenditure for the year amounted to £1,212,122 (August 2021: £1,206,675). Total income amounted to £1,297,350 (August 2021: £1,260,324). The two largest elements of income came from The Royal Borough of Kensington and Chelsea £293,610 (August 2021: £196,262) and IntoUniversity £190,000 (August 2021: £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 2022 the charity had unrestricted net assets of £718,299 (£711,260 unrestricted funds and £7,039 fixed assets) (2021: £622,382 unrestricted funds £10,689 fixed assets).

The trustees are very grateful to the Royal Borough of Kensington and Chelsea and to all the charitable trusts, 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 2022, the charity held free reserves of £711,260 (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 the cost of living crisis, 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 over five months' running costs in 2022-23. The charity is continuing in its fundraising efforts to increase the level of reserves commensurate with the increase in annual expenditure. The purpose of the charity's unrestricted 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;
- meet unexpected opportunities which cannot be funded out of normal operating income;
- provide 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 invested at a higher rate of interest in the Church Benevolent Fund account managed by CCLA Investment Management Limited.

### 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, trusts, individuals and public bodies. The great majority of the charity's income is generated from fundraising 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 also participate in silent auctions or raffles, as well as signing up to learn more and become supporters of the centre.

As outlined by the Fundraising Regulator, we will take into account the needs of any potential donor who may be considered vulnerable or in need of care and support to make an informed decision. We will not exploit the trust, lack of knowledge or vulnerable circumstance of any donor at any time. We will not take a donation if we know/have good reason to believe, that a person lacks capacity or is in a vulnerable position and cannot make an informed decision to donate.

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 2021-2022.

### **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 Statement of Recommended Practice (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; and

- prepare the financial statements on an 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.

**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 for Charities (SORP 2015) (Second Edition, effective 1 January 2019)

Approved by the trustees on .....07/12/2022..... and signed on their behalf by:

DocuSigned by:  
  
 .....FAB63FA7B96E4CB..... (Chair)  
 Sophia Lewisohn

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

### **Opinion**

We have audited the financial statements of St Clement and St James Community Development Project for the year ended 31 August 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows 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 charitable company's affairs as at 31 August 2022 and of the charitable company's net movement in funds, including the 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.

### **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.

### **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 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 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 (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 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 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.
- the directors 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 directors' report and from the requirement to prepare a strategic report

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

As explained more fully in the trustees' responsibilities statement set out on pages 18 and 19, 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charitable company and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to the use of

restricted funds and Charity Law, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006, Charities Act 2011 and Charities SORP.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to recognition of income. Audit procedures performed by the engagement team included:

- Inspecting minutes of Trustees' meetings;
  - Reviewing allocations and disclosures relating to restricted funds;
  - Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
  - Evaluating management's controls designed to prevent and detect irregularities;
  - Identifying and testing journals including the control environment and purpose; and
  - Challenging assumptions and judgements made by management in their critical accounting estimates.
- There were no areas within the financial statements that required the Trustees to make significant judgements or estimates during the year.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including to those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more the compliance with a law or financial regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. 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.



Jane Askew (Senior Statutory Auditor)  
For and on behalf of Haysmacintyre LLP, Statutory Auditor

10 Queen Street Place  
London  
EC4R 1AG

16 December  
.....2022

**STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account) FOR THE YEAR TO 31 AUGUST 2022**

		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2022</b>	<b>Total 2021</b>
		£	£	£	£
	<b>Notes</b>				
<b>INCOME FROM:</b>					
Donations and legacies	<b>2</b>	451,016	838,628	1,289,644	1,257,239
Other trading activities	<b>3</b>	7,436	-	7,436	2,933
Investments		270	-	270	152
<b>Total Income</b>		<b>458,722</b>	<b>838,628</b>	<b>1,297,350</b>	<b>1,260,324</b>
<b>EXPENDITURE ON:</b>					
Raising funds	<b>4</b>	71,489	-	71,489	61,175
Charitable activities	<b>4,11</b>	302,005	838,628	1,140,633	1,145,501
<b>Total Expenditure</b>		<b>373,494</b>	<b>838,628</b>	<b>1,212,122</b>	<b>1,206,676</b>
<b>Net income</b>		<b>85,228</b>	<b>-</b>	<b>85,228</b>	<b>53,648</b>
<b>Funds brought forward</b>		<b>633,071</b>	<b>-</b>	<b>633,071</b>	<b>579,423</b>
<b>Funds at 31 August</b>		<b>718,299</b>	<b>-</b>	<b>718,299</b>	<b>633,071</b>

The notes on pages 26-36 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.

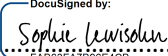
Full comparatives for 2021 are presented in note 15.

## BALANCE SHEET AT 31 AUGUST 2022

		<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
<b>Fixed Assets</b>	<b>Notes</b> <b>7</b>	7,039	10,689
<b>Current Assets:</b>			
Debtors	<b>8</b>	123,629	105,264
Cash at bank & in hand		754,789	623,338
		878,418	728,602
<b>Creditors:</b>			
Amounts falling due within one year	<b>9</b>	167,158	106,220
<b>Net current assets</b>		711,260	622,382
<b>Net assets</b>		718,299	633,071
 <b>The funds of the charity:</b>			
Unrestricted funds: General	<b>10, 11</b>	711,260	622,382
Unrestricted funds: Designated	<b>10, 11</b>	7,039	10,689
Unrestricted funds		718,299	633,071

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 and authorised for issue by the Board of Trustees on 7<sup>th</sup> December 2022 and signed on their behalf by:

DocuSigned by:  
  
 .....  
 FAB63FA7B96E4CB.....  
**Sophia Lewisohn**

The notes on pages 26-36 form part of these financial statement

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 AUGUST 2022

	Note	2022 £	2021 £
<b>Cash flows from operating activities:</b>			
Net cash provided by operating activities	A	131,180	55,604
<b>Cash flows from investing activities:</b>			
Interest income		270	152
<b>Net cash provided by investing activities</b>		<u>270</u>	<u>152</u>
<b>Increase in cash and cash equivalents in the year</b>		131,450	55,756
Cash and cash equivalents at the beginning of the year		623,339	567,583
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR</b>		<u><u>754,789</u></u>	<u><u>623,339</u></u>

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

	2022 £	2021 £
<b>Net movement in funds</b>	85,227	53,649
Add back depreciation charge	3,650	3,650
Deduct interest income	(270)	(152)
Decrease in debtors	(18,365)	22,584
Increase in creditors	60,938	(24,127)
<b>Net cash provided by operating activities</b>	<u>£131,180</u>	<u>55,604</u>

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022

### 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 the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition, effective 1 January 2019).

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 a 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 that 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 as follows;

- Expenditure is recognised on an accrual basis as a liability is incurred.
- Expenditure includes VAT which cannot be recovered, and is reported as part of the expenditure to which it relates.
- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in note 4.

#### **VAT**

The charity is not registered for VAT.

#### **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.

## **NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022**

### **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.

### **Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees and in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

### **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 10 members at 31 Aug 2022 (2021:11).

### **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. There were no areas within the financial statements that required the trustees to make significant judgements or estimates during the year.

**NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022**

<b>2. Donations &amp; Legacies 2022</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2022</b>	<b>Total 2021</b>
	£	£	£	£
Arts Council England	-	-	-	10,000
Asda Foundation	-	1,500	1,500	-
BBC Children in Need	-	25,793	25,793	25,164
BCG	-	-	-	5,000
Blackrock	-	10,850	10,850	18,017
Campden Charities	3,000	-	3,000	3,500
Charities Aid Foundation	-	132,222	132,222	31,000
Childhood Trust	-	18,333	18,333	1,667
Childwick Trust	-	-	-	-
City Bridge Trust	-	-	-	40,167
Co-op	-	1,163	1,163	1,887
Corcoran Foundation	1000	-	1000	3,060
Dunnhumby	-	143	143	-
Du Plessis Family Foundation	10,000	-	10,000	-
Ground Works UK	-	800	800	-
Grove Trust	-	-	-	42,250
Henry Smith Foundation	-	37,000	37,000	24,000
Hollick Family Foundation	-	-	-	4,584
IntoUni	-	190,000	190,000	190,000
Johnson & Johnson	-	-	-	1,500
KCSC - Community Living Well	-	34,563	34,563	15,281
K&C Foundation	-	30,500	30,500	77,771
L&Q Place Makers Fund	-	-	-	-
Leathersellers' Company Charitable Fund	-	-	-	15,000
Lloyds Foundation	-	-	-	31,335
London Community Foundation (LCF)	-	11,500	11,500	-
LCF and Evening Standard	-	15,000	15,000	15,000
Lucid Group	-	-	-	3,000
Mercers' Company	-	-	-	25,000
National Lottery Community Fund	-	102,520	102,520	102,500
National Lottery Covid Fund	-	-	-	50,333
Open Hand	-	-	-	10,000
Paddington Development Trust:	-	18,000	18,000	2,000
Peter Stebbings Memorial Charity	-	-	-	6,000
Raising Foundation	-	-	-	60,000
Sheila's Fund	25,000	-	25,000	25,000
SUEZ	-	40,000	40,000	-
The Grenfell Foundation (Client Fund)	-	-	-	9,500
The Linbury Trust	-	50,000	50,000	-
The Royal Borough of Kensington & Chelsea	211,237	82,373	293,610	196,262
Thomas's Schools Foundation	-	2,500	2,500	1,500
Thomas's Schools PTA	-	-	-	1,748
Tudor Trust	-	2,000	2,000	2,000
Travers Smith	-	-	-	1,500
West London Zone	-	22,868	22,868	21,410
Worshipful Company of International Bankers	-	1,000	1,000	1,000
Wyelands Bank	-	4000	4000	200
Wyseliot	-	4,000	4,000	4,000
Individual donations	200,779	-	200,779	178,103
<b>Total</b>	<b>451,016</b>	<b>838,628</b>	<b>1,289,644</b>	<b>1,257,239</b>

**NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022**
**(Continued) Donations & Legacies – 2021 comparatives**

<b>2. Donations &amp; Legacies 2021</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2021</b>
	£	£	£
Arts Council England	-	10,000	10,000
Asda Foundation	-	-	-
Barclays Bank	-	-	-
BBC Children in Need	-	25,164	25,164
BCG	-	5,000	5,000
Blackrock	-	18,017	18,017
Campden Charities	3,500	-	3,500
Charities Aid Foundation	-	31,000	31,000
Childhood Trust	-	1,667	1,667
Childwick Trust	-	-	-
City Bridge Trust	-	40,167	40,167
Co-op	1,887	-	1,887
Corcoran Foundation	3,060	-	3,060
Du Plessis Family Foundation	-	-	-
Gates Foundation	-	-	-
Grove Trust	-	42,250	42,250
Henry Smith Foundation	-	24,000	24,000
Hollick Family Foundation	-	4,584	4,584
IntoUni	-	190,000	190,000
Johnson & Johnson	1,500	-	1,500
JMW Barnard LLP	-	-	-
J Paul Getty Jnr Charitable Trust	-	-	-
KCSC - Community Living Well	-	15,281	15,281
K&C Foundation	-	77,771	77,771
Leathersellers' Company Charitable Fund	-	15,000	15,000
Lloyds Foundation	-	31,335	31,335
London Community Foundation	-	-	-
London Community Foundation and Evening Standard	-	15,000	15,000
Lucid Group	-	3,000	3,000
Mercers' Company	-	25,000	25,000
National Lottery Community Fund	-	102,500	102,500
National Lottery Covid Fund	-	50,333	50,333
Open Hand	-	10,000	10,000
Paddington Development Trust: Community Grants	-	2,000	2,000
Peter Stebbings Memorial Charity	-	6,000	6,000
Prudential plc	-	-	-
Rausing Foundation	-	60,000	60,000
Sheila's Fund	25,000	-	25,000
The Grenfell Foundation (Fight 4 Grenfell)	-	-	-
The Grenfell Foundation (Client Fund)	-	9,500	9,500
The Ogden Trust	-	-	-
The Royal Borough of Kensington & Chelsea	143,762	52,500	196,262
Thomas's Schools Foundation	-	1,500	1,500
Thomas's Schools PTA	-	1,748	1,748
Tudor Trust	-	2,000	2,000
Travers Smith	1,500	-	1,500
Waitrose	-	-	-
West London Zone	-	21,410	21,410
Worshipful Company of International Bankers	-	1,000	1,000

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022

<i>Wvelands Bank</i>	200	-	200
<i>Wvseliot</i>	-	4,000	4,000
<i>Individual donations</i>	178,103	-	178,103
<b>Total</b>	<b>358,512</b>	<b>898,727</b>	<b>1,257,239</b>

### 3. Other Trading Activities

	Unrestricted	Restricted	2022	2021
Rentals	5,370	-	5,370	1,630
Miscellaneous	2,066	-	2,066	1,303
	<u>7,436</u>	<u>-</u>	<u>7,436</u>	<u>2,933</u>

All other trading income in 2022 & 2021 was unrestricted.

### 4. Total Expenditure

	Staff Costs 2022	Direct Costs 2022	Support Costs 2022	Total 2022
	£	£	£	£
Raising funds	71,489	-	-	71,489
<b>Charitable Activities</b>				
Capital	-	-	-	-
Adult Learning	173,794	15,314	25,705	214,813
Children & Young People	253,725	27,134	22,158	303,017
Depreciation	-	-	3,650	3,650
Employment Support	275,174	15,724	31,828	322,726
Wellbeing and Support	243,934	16,780	25,556	286,270
<b>Governance</b>				
External Audit	-	-	8,820	8,820
Trustees Indemnity Insurance	-	-	1,337	1,337
Miscellaneous Exp	-	-	-	-
<b>Total expenditure</b>	<b>1,018,116</b>	<b>74,952</b>	<b>119,054</b>	<b>1,212,122</b>

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022

### Analysis of Support Costs

	Total 2022	Total 2021
	£	£
Repairs and Maintenance	22,836	29,163
Gifts and Events	24,830	7,669
Legal Professional Fees	15,220	13,442
Rent	16,000	13,500
Other	40,168	50,445
<b>Total Support Costs</b>	<b>119,054</b>	<b>114,219</b>

### 4. (Continued) Total Expenditure – 2021 comparative

	Staff Costs 2021	Direct Costs 2021	Support Costs 2021	Total 2021
	£	£	£	£
<i>Raising funds</i>	61,175	-	-	61,175
<b>Charitable Activities</b>				
<i>Capital</i>	-	-	12,700	12,700
<i>Adult Learning</i>	181,582	14,213	22,825	218,620
<i>Children &amp; Young People</i>	251,275	25,209	19,980	296,464
<i>Depreciation</i>	-	-	3,650	3,650
<i>Employment Support</i>	281,438	17,635	25,273	324,346
<i>Wellbeing and Support</i>	246,875	13,055	19,830	279,760
<b>Governance</b>				
<i>External Audit</i>	-	-	8,220	8,220
<i>Trustees Indemnity</i>	-	-	-	-
<i>Insurance</i>	-	-	1,296	1,296
<i>Miscellaneous Exp</i>	-	-	445	445
<b>Total expenditure</b>	<b>1,022,345</b>	<b>70,112</b>	<b>114,219</b>	<b>1,206,676</b>

### 5. NET INCOME FOR THE YEAR

	2022	2021
	£	£
This is stated after charging/crediting Auditors remuneration (including VAT)		
Audit	8,820	8,220
	<b>8,820</b>	<b>8,220</b>

No Trustee received remuneration or claimed expenses in the current or prior year.

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022

<b>6. STAFF COSTS AND NUMBERS</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Staff Costs were as follows:</b>		
Salaries and wages	902,309	901,785
Social security costs	69,135	77,254
Pension contributions	39,275	40,000
Other staff costs	7,397	3,305
	<u>1,018,116</u>	<u>1,022,344</u>

No employees received more than £60,000 during the year (2021: £70,000 - £80,000 one).

The total cost to the charity of employing its key management personnel of the charity was £319,208 (2021: £350,795). The key management personnel of the charity are considered to be the 3 team managers, 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 the charity's programmes.

	<b>2022</b>	<b>2021</b>
	<b>Number</b>	<b>Number</b>
Project delivery staff	25	26
Management & support staff (inc. delivery)	14	14
	<u>39</u>	<u>40</u>

## 7. Fixed Assets

### Land & Buildings

<b>Cost</b>	<b>£</b>
At 1 September 2021	21,639
Additions	-
Disposals	-
At 31 August 2022	<u>21,639</u>
<b>Accumulated Depreciation</b>	
at 1 September 2021	10,950
Charge for year	3,650
At 31 August 2022	<u>14,600</u>
<b>Net Book Value</b>	
At 31 August 2022	<u>7,039</u>
At 31 August 2021	<u>10,689</u>

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022

### 8. Debtors

	2022	2021
	£	£
Accrued income	119,946	105,097
Other debtors	3,683	167
	<u>123,629</u>	<u>105,264</u>

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

	2022	2021
	£	£
Accruals	30,239	28,191
Deferred income	136,919	78,029
	<u>167,158</u>	<u>106,220</u>

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

	2022	2021
	£	£
Analysis of deferred income:		
Balance brought forward 1 September 2020	78,029	99,317
Released to Statement of Financial Activity during the year	(78,029)	(99,317)
Amount deferred during the year	136,919	78,029
	<u>136,919</u>	<u>78,029</u>
Balance at 31st August 2021		

### 10. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2022
	£	£	£
Fixed assets	7,039	-	7,039
Current assets	878,418	-	878,418
Current liabilities	(167,158)	-	(167,158)
	<u>718,299</u>	<u>-</u>	<u>718,299</u>

Net current assets at 31 August 2022

## NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022

### 11. Designation and Restriction of funds

Programme Designation:	at 1 Sept 2021		Income	Expenditure	at 31 Aug 2022
		£	£	£	£
Capital					
	Restricted	-	-	-	-
	Unrestricted	-	-	-	-
			-	-	
Adult Learning					
	Restricted	-	51,540	(51,540)	-
	Unrestricted	-	183,684	(183,684)	-
			<b>235,224</b>	<b>(235,224)</b>	
Children and Young People					
	Restricted	-	287,023	(287,023)	-
	Unrestricted	-	32,324	(32,324)	-
			<b>319,347</b>	<b>(319,347)</b>	
Employment Support					
	Restricted	-	297,578	(297,578)	-
	Unrestricted	-	48,825	(48,825)	-
			<b>346,403</b>	<b>(346,403)</b>	
Wellbeing & Support					
	Restricted	-	202,487	(202,487)	-
	Unrestricted	-	105,011	(105,011)	-
			<b>307,498</b>	<b>(307,498)</b>	
Designated Fund (Fixed Asset)					
	Restricted	-	-	-	-
	Unrestricted	10,689	-	(3,650)	7,039
			-	<b>(3,650)</b>	
General Fund					
	Restricted	-	-	-	-
	Unrestricted	622,382	88,878	-	711,260
			88,878	-	
			-	-	
Total Restricted		-	838,628	(838,628)	-
Total Unrestricted		633,071	458,722	(373,494)	718,299
Total funds		<b>633,071</b>	<b>1,297,350</b>	<b>(1,212,122)</b>	<b>718,299</b>

**NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2022**

<b>Programme Designation:</b>	<b>at 1 Sept 2020</b>		<b>Income</b>	<b>Expenditure</b>
	<b>£</b>		<b>£</b>	<b>£</b>
<b>Capital</b>				
<i>Restricted</i>	-		-	-
<i>Unrestricted</i>	-		12,700	(12,700)
			-	-
<b>Adult Learning</b>				
<i>Restricted</i>	-		94,947	(94,947)
<i>Unrestricted</i>	-		142,053	(142,053)
			<b>237,000</b>	<b>(237,000)</b>
<b>Children and Young People</b>				
<i>Restricted</i>	-		274,445	(274,445)
<i>Unrestricted</i>	1,067		35,090	(36,157)
			<b>309,535</b>	<b>(310,602)</b>
<b>Employment Support</b>				
<i>Restricted</i>	-		271,102	(271,102)
<i>Unrestricted</i>	-		73,037	(73,037)
			<b>344,139</b>	<b>(344,139)</b>
<b>Wellbeing &amp; Support</b>				
<i>Restricted</i>	-		258,233	(258,233)
<i>Unrestricted</i>	-		39,907	(39,907)
			<b>298,140</b>	<b>(298,140)</b>
<b>Designated Fund (Fixed Asset)</b>				
<i>Restricted</i>	-		-	-
<i>Unrestricted</i>	14,339		-	(3,650)
			-	<b>(3,650)</b>
<b>General Fund</b>				
<i>Restricted</i>	-		-	-
<i>Unrestricted</i>	564,017		58,810	(445)
			58,810	(445)
<b>Total Restricted</b>	-		<b>898,727</b>	<b>(898,727)</b>
<b>Total Unrestricted</b>	<b>579,423</b>		<b>361,597</b>	<b>(307,949)</b>
<b>Total funds</b>	<b>579,423</b>		<b>1,260,324</b>	<b>(1,206,676)</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 Children and Young People's Education Programme, Employment Support Programme and the Wellbeing & Support 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 2022

### 12. Accommodation

The charity leases its main building at a peppercorn rent from the Church and additional premises from the Church at a rate that would not be available on the open market. 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 IntoUni totalling £190,000. Sophia Lewisohn (one of the charity's trustees) was also a trustee of IntoUni during the period.

The aggregate of donations received from the trustees and related parties in the year was £17,182 (2021 £22,901).

At the year end, a balance of £7,287 was owed to IntoUni by the charity and a balance of £1,820 was owed to the charity by IntoUni.

### 15. Comparative Statement of Financial Activities 2021

		<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total</i>
		£	£	2021 £
	<b>Notes</b>			
<b>INCOME FROM:</b>				
<i>Donations and legacies</i>	<b>2</b>	358,512	898,727	1,257,239
<i>Other trading activities</i>	<b>3</b>	2,933	-	2,933
<i>Investments</i>		152	-	152
<b>Total Income</b>		<b>361,597</b>	<b>898,727</b>	<b>1,260,324</b>
<b>EXPENDITURE ON:</b>				
<i>Raising funds</i>	<b>4</b>	61,175	-	61,175
<i>Charitable activities</i>	<b>4,11</b>	246,774	898,727	1,145,501
<b>Total Expenditure</b>		<b>307,949</b>	<b>898,727</b>	<b>1,206,676</b>
<b>Net income</b>		<b>53,648</b>	<b>-</b>	<b>53,648</b>
<b>Funds brought forward</b>		<b>579,423</b>	<b>-</b>	<b>579,423</b>
<b>Funds at 31 August</b>		<b>633,071</b>	<b>-</b>	<b>633,071</b>

**ST CLEMENT & ST JAMES COMMUNITY DEVELOPMENT PROJECT**

England & Wales - Charity number 1009253

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# Accounts

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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 2021**

Company number: 2677427  
Charity number: 1009253

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

**Letter from Chairman  
Julian Knott**

2021 proved to be a challenging year for us and our clients as the impact of the coronavirus pandemic was felt across our community.

For most of this financial year Clement James had to adapt its support of clients with remote services. Rising to the challenge, our delivery teams have managed to provide a similar level of client support as in the previous year. While the pandemic has presented many challenges for Clement James, we are keenly aware that it has created major difficulties for our clients, underlining the continuing need for our services and support.

We were finally able to return to the Centre towards the end of the financial year and are now providing most of our services on site again. The closure of our gates during the pandemic brought home the importance of our physical presence within the community. The Clement James Centre is so much more than just a community centre, we are a safe haven, a refuge and a home away from home for our clients.

Currently we are able to provide support for up to 3,000 people each year but many of our programmes are oversubscribed. To meet the needs of our community, we have plans for a major expansion project. The increased delivery space will enable us to support in excess of 5,000 clients when finished. We are currently fundraising for this project.

Clement James is blessed with many dedicated staff and volunteers who have demonstrated their enthusiasm and flexibility during this difficult time. On behalf of all Trustees, I would like to thank everyone for their valuable service to the community.

Trustees were able to engage online with key members of staff regularly during the lock down, offering a broad range of skills and experience to support the activities of ClementJames and its staff.

This year we have committed to a comprehensive Diversity and Inclusion Strategy, setting ambitious plans for all levels of the organisation and all areas of our work.

None of the valuable work would be possible without the continued support of our valued donors and friends. These accounts show that our income has continued to grow throughout the pandemic - we are very grateful to you all.

Julian Knott

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The trustees present their report and audited financial statements for the year ended 31 August 2021.

**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

**Audit and Risk Committee**

Setor Lassey (Chair)

Joanna Gardner

Richard Ryan

**Fundraising & Development  
Committee**

Katherine Soanes (Chair)

Belinda Davie

Julian Knott

Sophie Lewisohn

**Investment Committee**

Manuel de Souza Girão (Chair)

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

Isobel Carter

Lady Julia Higgs

Carolyn Johnston

Suzie Campbell

Jennie Dalton

Eva Rice

Lesley Swain

Viola Procovio

Alyona Kadatskaya

and members of the  
Fundraising & Development  
Committee

**Senior Management Team**

Clare Richards MBE  
(Chief Executive)  
Leo Reid (Chief Operations  
Officer)  
Esther Pickering (Chief  
Programmes Officer)  
Hannah Starr (Chief  
Safeguarding and Strategy  
Officer)

**Senior Leadership Team**

Bobby Juniper (Hub Manager)  
  
Daniel Sadler (IntoUniversity  
Centre Leader)  
Nicola Millbery (Adult Learning  
Manager)

**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**

Despite the success of our delivery of services remotely, it was with great joy that our staff team returned to the Centre in the latter half of the academic year. The pandemic has thrown up numerous challenges for us as a charity, challenges which our staff team have faced with confidence and determination. With the long term impact of the pandemic unclear, we are committed to providing our local community with the skills and resources necessary to navigate the uncertainty the future may hold.

**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 review 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, background / DBS checks 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.

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. During the pandemic and subsequent lockdowns the trustees increased the frequency of these reviews to ensure the safety of our staff and clients. Responses to such risks included moving our services and staff online and only allowing staff to return to onsite delivery when appropriate safety measures were established.

Trustees have identified risks ranging from internal operational risks (e.g. staff and governance, safeguarding, financial risks etc.) to external risk (macroeconomic, political, reputational etc.). The trustees are 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/CONSEQUENCE	ACTION
<p><b>Political:</b> The charity receives a significant proportion of its income from the Royal Borough of Kensington and Chelsea. As a result, it is exposed to political risks. For example:</p> <p>Withdrawal of support for our activities. Reduction in provision or need to find alternative funders</p> <p>Change in government or political aims Failure to meet government aims &amp; difficulty securing funding.</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>○ Utilise IU central’s growing reputation to emphasise the importance of our local charity</li> </ul>

	<ul style="list-style-type: none"> <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>
<p><b>Staffing, Volunteers &amp; Governance</b>  A lack of diversity amongst staff &amp; volunteers, and in the charity’s resources</p> <p>Gaps amongst key staff due to sickness, departure, parental leave, or holiday</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 &amp; Compliance</b>  Failure to meet COVID-19 legal and health &amp; safety requirements  Failure to meet Child Protection &amp; Safeguarding requirements  Failure to meet data protection obligations</p>	<ul style="list-style-type: none"> <li>○ Preparation of 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>○ 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> </ul>

	<ul style="list-style-type: none"> <li>○ Review regularly.</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>○ On-going monitoring and awareness of risks with reporting of issues / incidents to appropriate persons</li> <li>○ Safeguarding to be a standing agenda item at all Trustee meetings</li> <li>○ Periodic spot checks on the implementation of COVID-19 prevention systems, child protection procedures and data protection systems.</li> <li>○ All staff, volunteers and Trustees will be DBS checked</li> <li>○ Ensure appropriate governance, oversight and reporting to Trustees</li> <li>○ Ensure any required reporting to authorities is done</li> <li>○ Appoint a designated Data Protection Lead for organization (to be implemented in 2022)</li> <li>○ Review data protection policies to ensure compliance with General Data Protection Regulation (to be completed in 2022)</li> <li>○ Annual provision of data protection training for all staff</li> <li>○ Maintain primary database on European-based server</li> <li>○ Ensure policies regarding data protection are adhered to by staff</li> </ul>
<p><b>Financial</b> Impact of COVID-19 on funding and cost base Major capital expenditure required Capital building project expenditure required</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 under perform</li> <li>○ Seek alternative funding sources and new funders to mitigate risk from future potential challenging fundraising</li> </ul>

	<ul style="list-style-type: none"> <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 our 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>○ Identify a diverse range of funders to ensure that capital specific funders are found</li> <li>○ CEO and Fundraising Officers to ensure that capital fundraising does not encroach on running cost funding</li> <li>○ Obtain all or a significant sum of funding for the Capital Building Project prior to any substantial building works proceeding and obtain Trustee approval to proceed with substantial building works</li> <li>○ Delegate approval or board approval needed to move ahead with building work or parameters of what can be done under delegated approval</li> <li>○ Report back to the Trustees or the Risk and Audit Committee on fundraising and expenditure</li> <li>○ Prior to any substantial building works, have a detailed plan about how services will operate during works and communications with church, neighbours and a formal contract for building works</li> </ul>
<p><b>Financial</b> Loss of funding from major sources and need to cut budget and expenditure</p>	<ul style="list-style-type: none"> <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>○ Recruit more volunteers</li> <li>○ Work with IU centres to reduce expenditure</li> <li>○ Continue to actively seek new sources of funding to diversify income base</li> <li>○ The chief executive of The ClementJames centre is an IU trustee and meets regularly with other IU trustees and The CEO of IU.</li> <li>○ We will continue to liaise over funding opportunities.</li> <li>○ Maintain a good relationship between the ClementJames IU program and the rest of the IU network</li> <li>○ Continue and seek to develop diverse funding base across government, corporates and other donors</li> </ul>
<p><b>Financial</b> Anti -Bribery, Corruption (ABC) Damage to reputation Potential fine and sanctions</p>	<ul style="list-style-type: none"> <li>○ Creation of a comprehensive ABC policy setting out responsibilities of Trustees and SMT for ensuring compliance of Trustees and SLT and training</li> </ul>

	<ul style="list-style-type: none"> <li>○ Appoint an ABC / compliance officer responsible for oversight of policy</li> <li>○ Implementation of donor acceptance policy – with a risk based approach to additional checks</li> <li>○ Inclusion of ABC policy in staff handbook and trustee handbook</li> <li>○ Train SLT to monitor ABC in recruitment</li> <li>○ Train SLT to ensure that hospitality does not contravene policy</li> <li>○ Finance policy procedures on competitive selection of suppliers above specified limits</li> <li>○ Dual authorisation of supplier payments</li> <li>○ Transparent financial records</li> <li>○ Annual review of systems, policies and controls</li> </ul>
<p><b>Health and Safety</b> Failure to make centre Covid-19 secure Local or national COVID-19 lockdown requires intermittent centre closure</p>	<ul style="list-style-type: none"> <li>○ Comprehensive Site Risk Assessment completed for the whole ClementJames site</li> <li>○ Personal Risk Assessment completed for all staff</li> <li>○ Ongoing monitoring of government guidance and Site Risk Assessment updated accordingly</li> <li>○ Extensive hygiene measures introduced</li> <li>○ Social distancing measures in place</li> <li>○ Limits to room capacity introduced</li> <li>○ Temperature checks in place on site entrance</li> <li>○ Increase in professional cleaning during the day</li> <li>○ Changes to delivery style to accommodate risk assessment requirements (including reduction in capacity of Academic Support)</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>○ Monitoring government guidance closely and anticipating potential closure</li> <li>○ Establishment of home working infrastructure in initial lockdown</li> <li>○ Telephone and online support for IUNK and Adult Learning students as alternative to in-person delivery</li> <li>○ Pro-actively discuss implications for targets with funders (e.g. meeting delivery targets and funding implications)</li> </ul>
<p><b>Technological</b> Data Security Electronic data is accessed by unauthorised persons. Sensitive data is misused 3<sup>rd</sup> party personal data compromised or lost</p>	<ul style="list-style-type: none"> <li>○ Maintain robust data protection policies</li> <li>○ Password protect sensitive information / client data</li> <li>○ Ensure data security policies in line with legal requirements</li> <li>○ Maintain a data security and data protection officer</li> </ul>

<p>Financial or operational data impacted / lost by malware, ransomware, etc</p>	<ul style="list-style-type: none"> <li>○ COO to perform regular spot checks and reviews on implementation of policy</li> <li>○ Create policy detailing approach for dealing with any potential data loss</li> <li>○ Access to different types of information within the organisation will be restricted to the appropriate members of staff</li> <li>○ Ensure that third party providers adhere to data policies in line with legal requirements / CJ requirements</li> <li>○ Cyber security risk management framework and policies to be developed and implemented</li> </ul>
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Organisational Structure

During the year the board met seven times, these meetings also include members of the charity’s staff as appropriate. These meeting took place online as a result of the COVID 19 pandemic. 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 and even more so during the covid pandemic and resultant changes. 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 **Into**University charity

The **Into**University charity (**Into**Uni’) started its first year of independent operation in 2007. The new charity grew out of the **Into**University work of The ClementJames Centre and was established by two of its trustees. **Into**University 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 **Into**University. These are currently Sophia Lewisohn and Clare Richards. **Into**University now has 35 centres across London, Nottingham, Bristol, Oxford, Brighton, Leeds, Southampton, Clacton-on-Sea, Liverpool, Weston-super-Mare, Coventry, Manchester, Birmingham, Norwich, Bradford, Newcastle, Glasgow and Edinburgh. **Into**University contributed £190,000 towards the **Into**University programme at The ClementJames Centre from 1 September 2020 to 31 August 2021. The **Into**University work of the charity is therefore affiliated to, and receives grants from **Into**University, but remains under the governance of The ClementJames Centre and the management of The ClementJames Centre’s chief executive. **Into**University refers to the **Into**University programme at The ClementJames Centre as **Into**University 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.

Management

Salaries for key management personnel are set by the Remunerations Committee, a subcommittee of the trustee board. The Committee review other local and national organisations to ensure that salaries are

appropriate (taking benchmarking with other charities of a similar size into consideration). Salaries are reviewed annually.

### Staff

The trustees would like to thank The ClementJames Centre's amazing staff, without whom none of the charity's achievements would be possible. Their dedication, commitment and determination has ensured that the charity has remained a positive and crucial resource for the people of North Kensington.

### 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 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 lockdowns, 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.
- 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 can 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 children aged 7 to 18, 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.
- **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 12 students 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.
- **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** Support is provided on a wide range of issues such as housing, benefits, education, finance and debt.
- **Health and Wellbeing** Services 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**

The ClementJames Centre is keenly aware that the Grenfell Tower fire has had a lasting impact on the local community. It with this in mind that we continue to provide support for those affected through our regular provision and have provided more intensive support wherever possible. ClementJames is committed to support this community for as long as is needed and we will remain a place of care and service.

#### **6. Related activities**

The charity works closely in conjunction with other institutions including primary and secondary schools, universities, cultural institutions, other voluntary sector organisations and companies. Other activities that the charity provides for the local community include:

- **Community Garden** Providing an outdoor recreational space and classroom.
- **Support, Guidance & Training** Services for local organisations and individuals.
- **Premises** Our location is 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 2020-2021, the charity supported **1,516** children and young people (2019-20: 1,202) and **864** adults (2019-20: 1,086) from its target group - despite the Covid-19 lockdown and subsequent limitations on in-person delivery. 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.

During the academic year 2020-21, ClementJames activities included:

#### **Adult Learning**

- **178** students completed a course on the Adult Learning Programme throughout the year (2019-20: 250). 89% 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.
- **89%** of learners on our accredited English courses achieved their accreditation and **86%** of learners on our non-accredited English courses achieved the outcomes of the course.
- **80%** 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.
- **91%** 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**

- **161** IntoUniversity students attended 3 or more academic support sessions (2019-20: 183), 619 students took part in Primary FOCUS and 542 in Secondary FOCUS giving a total of **1161** students taking part in the FOCUS programme. (2019-20: 880).
- **134** participated in holiday and out-of-school FOCUS workshops (2019-20: 73).
- **136** students benefited from the mentoring and buddy schemes (2019-20: 56).
- In 2020, **78%** of IntoUniversity North Kensington's Year 13 students progressed directly to university (2019: 66%) and 5% are taking a gap year and applying next year. The remaining 9% went into employment, an apprenticeship or further study, and 6% were undecided or looking for employment.
- **77%** of Academic Support students reported improved school grades.
- **75%** of Academic Support students reported improved confidence.
- **64%** of Academic Support students said they are 'more likely to go to university'.
- **83** children and young people received intensive numeracy and literacy support (2019-20: 103).
- **73** Literacy and Numeracy students made a year's progress in either their Maths or Numeracy in just nine weeks.

### **Employment Support**

- In 2020-2021, **139** clients enrolled on our Employment Support Programme. Of these **52%** are now in employment or training (2019-20: 57%).
- **54** survivors from the Grenfell Tower fire and bereaved relatives received one-to-one employment support at Grenfell United.
- **49** young people at risk of permanent exclusion from education attended a series of employment-based workshops and received one-to-one support (2019-20: 54).
- **41** clients benefited from seven 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 (2019-20: 55).

### **Wellbeing & Support**

- **274** local people received information, advice and guidance (2019-20: 257).
- Our staff helped our clients to resolve **287** advice issues (2019-20: 359) and made **53** referrals to specialist providers (2019-20: 55).
- **219** 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 (2019-20: 251). 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.
- **32** adults benefitted from the Wellbeing Clinic (2019-20: 46). 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.
- **73** 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 (2019-20: 86).
- **6** children received long term support from our Children and Young People's Counsellor

### **Awards and improvements**

- In the summer of 2021, 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 2021-22 both the quality and the scope of the charity's services will be developed to include:

- The flexibility and responsiveness we have shown over the last few years is still required and unfortunately, our services are needed more than ever. The impact of COVID on young people and the disruption to their education will mean that our 1-2-1 Numeracy and Literacy support is more important than ever. Furthermore, an increasing number of local adults face unemployment. As a result, we will be reviewing our Employment Support Programme to ensure that we can make a difference to as many people as possible. In addition to our vital range of education, employment and wellbeing services, we will also assess whether new partnerships and programmes are required.
- With planning permission secured for our expansion project, we will be progressing with the fundraising for this much needed work. Our dedicated staff team are excited by the challenge and driven by the idea of providing support to thousands more people.

- 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 **£1,206,675** (August 2020: £1,190,957). Total income amounted to **£1,260,324** (August 2020: £1,200,383). The two largest elements of income came from The Royal Borough of Kensington and Chelsea £196,262 (August 2020: £245,366) and IntoUniversity £190,000 (August 2020: £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 2021 the charity had unrestricted net assets of **£633,072** (£622,383 unrestricted funds and £10,689 fixed assets) (2020: £565,084 unrestricted funds £14,339 fixed assets).

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 2021, the charity held free reserves of £622,383 (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 2021-22. The charity is continuing in its fundraising efforts to increase the level of reserves commensurate with the increase in annual expenditure. The purpose of the charity's unrestricted 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;
- meet unexpected opportunities which cannot be funded out of normal operating income;
- provide 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 invested at a higher rate of interest in the Church Benevolent Fund account managed by CCLA Investment Management Limited.

### **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.

As outlined by the Fundraising Regulator, we will take into account the needs of any potential donor who may be considered vulnerable or in need of care and support to make an informed decision. We will not exploit the trust, lack of knowledge or vulnerable circumstance of any donor at any time. We will not take

a donation if we know/have good reason to believe, that a person lacks capacity or is in a vulnerable position and cannot make an informed decision to donate.

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 2020-2021.

### **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; and
- 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.

### **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 LLP as auditor for the ensuing year will be proposed at the annual general meeting in accordance with section 489 of the Companies Act 2006.

**REPORT OF THE TRUSTEES – Continued**  
**Year ended 31 August 2021**



This report has been prepared in accordance with the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition, effective 1 January 2019)

Approved by the trustees on and signed on their 1 December 2021 behalf by:

*Julian Knott*

..... (Chairman)

Julian Knott

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

### **Opinion**

We have audited the financial statements of St Clement and St James Community Development Project for the year ended 31 August 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows 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 charitable company's affairs as at 31 August 2021 and of the charitable company's net movement in funds, including the 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.

### **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.

### **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 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 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 (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 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 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.
- the directors 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 directors' report and from the requirement to prepare a strategic report

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

As explained more fully in the trustees' responsibilities statement set out on pages 18 and 19, 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect

of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charitable company and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to the use of restricted funds and Charity Law, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006, Charities Act 2011 and Charities SORP.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to recognition of income. Audit procedures performed by the engagement team included:

- Inspecting minutes of Trustees' meetings;
  - Reviewing allocations and disclosures relating to restricted funds;
  - Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
  - Evaluating management's controls designed to prevent and detect irregularities;
  - Identifying and testing journals, in particular journal entries posted with unusual account combinations, postings by unusual users or with unusual descriptions; and
  - Challenging assumptions and judgements made by management in their critical accounting estimates.
- There were no areas within the financial statements that required the Trustees to make significant judgements or estimates during the year.

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

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. 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.

A handwritten signature in black ink that reads "J Askew".

Jane Askew (Senior Statutory Auditor)  
For and on behalf of Haysmacintyre LLP, Statutory Auditor

10 Queen Street Place  
London  
EC4R 1AG

10 December 2021

**STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)  
FOR THE YEAR TO 31 AUGUST 2021**

		Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
	<b>Notes</b>				
<b>INCOME FROM:</b>					
Donations and legacies	<b>2</b>	358,512	898,727	1,257,239	1,196,916
Other trading activities	<b>3</b>	2,933	-	2,933	2,972
Investments		152	-	152	495
<b>Total Income</b>		<b>361,597</b>	<b>898,727</b>	<b>1,260,324</b>	<b>1,200,383</b>
<b>EXPENDITURE ON:</b>					
Raising funds	<b>4</b>	61,175	-	61,175	62,584
Charitable activities	<b>4,11</b>	246,773	898,727	1,145,500	1,128,373
<b>Total Expenditure</b>		<b>307,948</b>	<b>898,727</b>	<b>1,206,675</b>	<b>1,190,957</b>
<b>Net income</b>		<b>53,649</b>	<b>-</b>	<b>53,649</b>	<b>9,426</b>
<b>Funds brought forward</b>		<b>579,423</b>	<b>-</b>	<b>579,423</b>	<b>569,997</b>
<b>Funds at 31 August</b>		<b>633,072</b>	<b>-</b>	<b>633,072</b>	<b>579,423</b>

The notes on pages 27-37 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 2020 are presented in note 15.

**BALANCE SHEET AT 31 AUGUST 2021**

**Company number: 2677427**

		<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	<b>Notes</b>		
<b>Fixed Assets</b>	<b>7</b>	10,689	14,339
<b>Current Assets:</b>			
Debtors	<b>8</b>	105,264	127,848
Cash at bank & in hand		623,339	567,583
		<u>728,603</u>	<u>695,431</u>
<b>Creditors:</b>			
Amounts falling due within one year	<b>9</b>	106,220	130,347
<b>Net current assets</b>		<u>622,383</u>	<u>565,084</u>
<b>Net assets</b>		<u>633,072</u>	<u>579,423</u>
 <b>The funds of the charity:</b>			
Unrestricted funds: General	<b>10, 11</b>	622,383	565,084
Unrestricted funds: Designated	<b>10, 11</b>	10,689	14,339
Unrestricted funds		<u>633,072</u>	<u>579,423</u>

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 and authorised for issue by the Board of Trustees on 1 December 2021 and signed on their behalf by:

*Julian Knott*  
 .....  
**Julian Knott**

The notes on pages 27-37 form part of these financial statement

**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 AUGUST 2021**

	Note	2021 £	2020 £
<b>Cash flows from operating activities:</b>			
Net cash provided by operating activities	A	55,604	99,980
<b>Cash flows from investing activities:</b>			
Interest income		152	495
<b>Net cash provided by investing activities</b>		152	495
<b>Increase in cash and cash equivalents in the year</b>		55,756	100,475
Cash and cash equivalents at the beginning of the year		567,583	467,108
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR</b>		623,339	567,583

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

	2021 £	2020 £
<b>Net movement in funds</b>	53,649	9,426
Add back depreciation charge	3,650	3,650
Deduct interest income	(152)	(495)
Decrease in debtors	22,584	51,465
(Decrease) Increase in creditors	(24,127)	35,934
<b>Net cash provided by operating activities</b>	55,604	99,980

## **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 the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition, effective 1 January 2019).

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.

- Expenditure is recognised on an accrual basis as a liability is incurred.
- Expenditure includes VAT which cannot be recovered, and is reported as part of the expenditure to which it relates.
- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in note 4.

### **VAT**

The charity is not registered for VAT.

### **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.

### **Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees and in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

### **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 2021 (2020: 11).

### **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. There were no areas within the financial statements that required the Trustees to make significant judgements or estimates during the year.

**NOTES TO THE FINANCIAL STATEMENTS – Continued**  
**Year ended 31 August 2021**

<b>2. Donations &amp; Legacies 2021</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2021</b>	<b>Total 2020</b>
	£	£	£	£
Arts Council England	-	10,000	10,000	10,000
Asda Foundation	-	-	-	500
Barclays Bank	-	-	-	960
BBC Children in Need	-	25,164	25,164	27,329
BCG	-	5,000	5,000	-
Blackrock	-	18,017	18,017	11,777
Campden Charities	3,500	-	3,500	-
Charities Aid Foundation	-	31,000	31,000	-
Childhood Trust	-	1,667	1,667	-
Childwick Trust	-	-	-	5,000
City Bridge Trust	-	40,167	40,167	70,000
Co-op	1,887	-	1,887	4,507
Corcoran Foundation	3,060	-	3,060	1,000
Du Plessis Family Foundation	-	-	-	10,000
Gates Foundation	-	-	-	30,330
Grove Trust	-	42,250	42,250	27,250
Henry Smith Foundation	-	24,000	24,000	10,000
Hollick Family Foundation	-	4,584	4,584	416
IntoUni*	-	190,000	190,000	190,000
Johnson & Johnson	1,500	-	1,500	-
JMW Barnard LLP	-	-	-	2,322
J Paul Getty Jnr Charitable Trust	-	-	-	40,000
KCSC - Community Living Well	-	15,281	15,281	14,007
K&C Foundation	-	77,771	77,771	40,780
Leathersellers' Company Charitable Fund	-	15,000	15,000	-
Lloyds Foundation	-	31,335	31,335	62,650
London Community Foundation	-	-	-	20,000
London Community Foundation and Evening Standard	-	15,000	15,000	15,000
Lucid Group	-	3,000	3,000	-
Mercers' Company	-	25,000	25,000	-
National Lottery Community Fund	-	102,500	102,500	137,268
National Lottery Covid Fund	-	50,333	50,333	0
Open Hand	-	10,000	10,000	40,000
Paddington Development Trust: Community Grants	-	2,000	2,000	15,000
Peter Stebbings Memorial Charity	-	6,000	6,000	-
Prudential plc	-	-	-	1,000
Rausing Foundation	-	60,000	60,000	-
Sheila's Fund	25,000	-	25,000	25,000
The Grenfell Foundation (Fight 4 Grenfell)	-	-	-	5,000
The Grenfell Foundation (Client Fund)	-	9,500	9,500	500
The Ogden Trust	-	-	-	5,000
The Royal Borough of Kensington & Chelsea	143,762	52,500	196,262	245,366
Thomas's Schools Foundation	-	1,500	1,500	2,500
Thomas's Schools PTA	-	1,748	1,748	-
Tudor Trust	-	2,000	2,000	-
Travers Smith	1,500	-	1,500	-
Waitrose	-	-	-	180
West London Zone	-	21,410	21,410	21,934
Worshipful Company of International Bankers	-	1,000	1,000	0
Wyelands Bank	200	-	200	116
Wyseliot	-	4,000	4,000	4,000
Individual donations	178,103	-	178,103	100,224
<b>Total</b>	<b>358,512</b>	<b>898,727</b>	<b>1,257,239</b>	<b>1,196,916</b>

2. (continued) Donations & Legacies – 2020 comparatives

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	-
IntoUni*	-	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	-	21,934	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>

### 3. Other Trading Activities

	Unrestricted	Restricted	2021	2020
Rentals	1,630	-	1,630	2,061
Miscellaneous	1,303	-	1,303	911
	<u>2,933</u>	<u>-</u>	<u>2,933</u>	<u>2,972</u>

All other trading income in 2021 & 2020 was unrestricted.

### 4. Total Expenditure

	Staff Costs 2021	Direct Costs 2021	Support Costs 2021	Total 2021
	£	£	£	£
Raising funds	61,175	-	-	61,175
<b>Charitable Activities</b>				
Capital	-	-	12,700	12,700
Adult Learning	181,582	14,213	22,825	218,620
Children & Young People	251,275	25,209	19,980	296,464
Depreciation	-	-	3,650	3,650
Employment Support	281,438	17,635	25,273	324,346
Wellbeing and Support	246,875	13,055	19,830	279,760
<b>Governance</b>				
External Audit	-	-	8,220	8,220
Trustees Indemnity Insurance	-	-	1,296	1,296
Miscellaneous Exp	-	-	444	444
	961,170	70,112	114,218	1,145,500
<b>Total expenditure</b>	<b>1,022,345</b>	<b>70,112</b>	<b>114,218</b>	<b>1,206,675</b>

**4. (Continued) Total Expenditure – 2020 comparative**

	<b>Staff Costs 2020</b>	<b>Direct Costs 2020</b>	<b>Support Costs 2020</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Raising funds	62,584	-	-	62,584
<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
	897,396	73,378	157,599	1,128,373
<b>Total Expenditure 2020</b>	<b>959,980</b>	<b>73,378</b>	<b>157,599</b>	<b>1,190,957</b>

<b>5. NET INCOME FOR THE YEAR</b>	<b>2021</b>	<b>2020</b>
	£	£
This is stated after charging/crediting		
Auditors remuneration (including VAT)		
Audit	8,220	7,800
	<b>8,220</b>	<b>7,800</b>

No Trustee received remuneration in 2021.  
No Trustee received remuneration in 2020.

<b>6. STAFF COSTS AND NUMBERS</b>	<b>2021</b>	<b>2020</b>
	£	£
<b>Staff Costs were as follows:</b>		
Salaries and wages	901,786	839,175
Social security costs	77,254	72,224
Pension contributions	40,000	40,596
Other staff costs	3,305	7,985
	<b>1,022,345</b>	<b>959,980</b>

The number of employees that received more than £60,000 are as follows:

	<b>2021</b>	<b>2020</b>
	Number	Number
£70,000 - £80,000	1	1
	1	1

The total cost to the charity of employing its key management personnel of the charity were £350,795 (2020: £333,307). The key management personnel of the charity are the 3 team managers, the chief safeguarding and strategy officer, 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>2021</b>	<b>2020</b>
	Number	Number
Project delivery staff	26	26
Management & support staff (inc. delivery)	14	10
	40	36

<b>7. Fixed Assets</b>	<b>Land &amp; Buildings</b>
	<b>£</b>
<b>Cost</b>	
At 1st September 2020	21,639
Additions	-
Disposals	-
	<hr/>
At 31 August 2021	<u>21,639</u>
<b>Accumulated Depreciation</b>	
at 1 September 2020	7,300
Charge for year	3,650
	<hr/>
At 31 August 2021	<u>10,950</u>
<b>Net Book Value</b>	
At 31 August 2021	<u><b>10,689</b></u>
	<hr/>
At 31 August 2020	<u><b>14,339</b></u>

<b>8. Debtors</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Accrued income	105,097	126,381
Other debtors	167	1,467
	<hr/>	<hr/>
	<u><b>105,264</b></u>	<u><b>127,848</b></u>

Accrued income refers to grants and donations relating to this financial year that have yet to be paid.

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

	<b>2021</b>	<b>2020</b>
	£	£
Accruals	28,191	30,299
Deferred income	78,029	99,317
Other taxes and social security costs	0	731
	<u><b>106,220</b></u>	<u><b>130,347</b></u>

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

	<b>2021</b>	<b>2020</b>
	£	£
Analysis of deferred income:		
Balance brought forward 1 September 2020	99,317	49,167
Released to SOFA during the year	(99,317)	(49,167)
Amount deferred during the year	78,029	99,317
Balance at 31st August 2021	<u><b>78,029</b></u>	<u><b>99,317</b></u>

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

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2021</b>
	£	£	£
Fixed assets	10,689	-	10,689
Current assets	728,603	-	728,603
Current liabilities	(106,220)	-	(106,220)
Net current assets at 31 August 2021	<u><b>633,072</b></u>	<u><b>-</b></u>	<u><b>633,072</b></u>

## 11. Funds

Programme Designation:		at 1 Sept 2020 £	Income £	Expenditure £	at 31 Aug 2021 £
Capital					
	Restricted	-	-	-	-
	Unrestricted	-	12,700	(12,700)	-
			-	-	
Adult Learning					
	Restricted	-	94,947	(94,947)	-
	Unrestricted	-	142,053	(142,053)	-
			<b>237,000</b>	<b>(237,000)</b>	
Children and Young People					
	Restricted	-	274,445	(274,445)	-
	Unrestricted	1,067	35,090	(36,157)	-
			<b>309,535</b>	<b>(310,602)</b>	
Employment Support					
	Restricted	-	271,102	(271,102)	-
	Unrestricted	-	73,037	(73,037)	-
			<b>344,139</b>	<b>(344,139)</b>	
Wellbeing & Support					
	Restricted	-	258,233	(258,233)	-
	Unrestricted	-	39,907	(39,907)	-
			<b>298,140</b>	<b>(298,140)</b>	
Designated Fund (Fixed Asset)					
	Restricted	-	-	-	-
	Unrestricted	14,339	-	(3,650)	10,689
			-	<b>(3,650)</b>	
General Fund					
	Restricted	-	-	-	-
	Unrestricted	564,017	58,810	(444)	622,383
			58,810	(444)	
Total Restricted		-	898,727	(898,727)	
Total Unrestricted		579,423	361,597	(307,948)	633,072
Total funds		<b>579,423</b>	<b>1,260,324</b>	<b>(1,206,675)</b>	<b>633,072</b>

Designated fund refers to the charity's fixed assets (the eco-garden studios). Restricted funds are funds which has been given to the charity for a specific purpose and which can only be used under particular conditions. 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 children and young people's education programme, employment support programme and the wellbeing & support programme.

## 12. Accommodation

The charity leases its main building at a peppercorn rent from the Church and additional premises from the Church at a rate that would not be available on the open market. 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 **IntoUni** totalling £190,000. Sophia Lewisohn (one of the charity's trustees) was also a trustee of **IntoUni** during the period; Clare Richards, who is chief executive of the charity, is also a trustee of **IntoUni**.

The aggregate of donation received from the Trustees & related parties in the year was £22,901 (2020 £26,962).

At the year end, a balance of £726 was owed to **IntoUni** by the charity and a balance of £358 was owed to the charity by **IntoUni**.

There were no other related party transactions (2020: Nil).

## 15. Comparative Statement of Financial Activities 2020

	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total 2020</i>
	£	£	£
<b>INCOME FROM:</b>			
<i>Donations and legacies</i>	404,814	792,102	1,196,916
<i>Other trading activities</i>	2,972	-	2,972
<i>Investments</i>	495	-	495
<b>Total Income</b>	<b>408,281</b>	<b>792,102</b>	<b>1,200,383</b>
<b>EXPENDITURE ON:</b>			
<i>Raising funds</i>	62,584	-	62,584
<i>Charitable activities</i>	336,271	792,102	1,128,373
<b>Total Expenditure</b>	<b>398,855</b>	<b>792,102</b>	<b>1,190,957</b>
<b>Net income</b>	<b>9,426</b>	<b>-</b>	<b>9,426</b>
<b>Funds brought forward</b>	<b>569,997</b>	<b>-</b>	<b>569,997</b>
<b>Funds at 31 August 2020</b>	<b>579,423</b>	<b>-</b>	<b>579,423</b>

