

THE CASTELNAU CENTRE PROJECT

REPORT AND ACCOUNTS

31 MARCH 2021

REGISTERED CHARITY NO. 1061637

COMPANY NO. 03305114

THE CASTELNAU CENTRE PROJECT
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FOR THE YEAR TO 31 MARCH 2021

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THE CASTELNAU CENTRE PROJECT

TRUSTEES' REPORT

FOR THE YEAR TO 31 MARCH 2021

TRUSTEES

Ian Lang, *Chair*,
Veronica Schroter, *Deputy Chair*
Patrick Findlater, *Honorary Treasurer*
Cllr. Aphra Brandreth
Julie Burdon
Cindy Glenn
Anne McKee
Silvia Montello
Philip Pirie
Nicolas Tiffou
Anna Wigley
Robert Woolf

The Trustees present their Annual Report and the Financial Statements of the Company for the year ended 31 March 2021.

LEGAL STATUS

The company was formed on 21 January 1997 as a company limited by guarantee and is governed by its Memorandum and Articles of Association. Its registered office is at Castelnau Community Centre, 7 Stillingfleet Road, Barnes, London, SW13 9AQ. The Charity number is 1061637.

OBJECTS

To promote the education and assistance of young persons through their leisure time activities in order to develop their physical, mental and spiritual capacities so that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved.

To promote the benefit of the inhabitants of Barnes and the neighbourhood thereof without distinctions of sex, sexual orientation, race or political, religious or other opinions by working together with the said inhabitants, the local authority, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time with the object of improving the conditions of life for the said inhabitants.

The company's mission is to promote and support a vibrant, happy and sustainable community in the Castelnau estate as part of the wider community of Barnes.

VALUES

The Company's core values are:

- listening to those who live in the community
- working 'with' members of the community and not 'for' them
- developing activities and resources that are locally owned and run
- helping those involved in the Project to acquire new skills, knowledge and confidence
- working in partnership with other organisations.

ACTIVITIES

The objects are met in two ways:

1. through the management of the Castelnau Community Centre, a 1930s building in Stillingfleet Road Barnes, held on a lease from Holy Trinity Church Barnes, expiring in March 2022.
2. through the employment of a staff team of seven people and the involvement of many volunteers to promote community development, manage the Centre, to develop partnerships with other agencies in education, health, social welfare and youth and children's work, and to run specific community activities at the Centre.

BUILDING MANAGEMENT

The total cost of managing the Centre in the year was £86,102 (2019/20 £92,879).

The hire fees for the use of the Centre came in the main from Richmond Council's commission to CCP to run youth provision, from the Sunshine Nursery, and from the Citizen's Advice Bureau. There were also a number of bookings for other activities. Total charges for the use of the Centre through the year were £24,847 (2019/20 £45,296). Hire fees were adversely affected by the COVID restrictions.

In addition to managing the building and its surrounds, the Company also administers, on behalf of the landlord Holy Trinity Church, the neighbouring allotments that are let mostly to local residents.

COMMUNITY ACTIVITIES

Due to the impact of the Covid-19 pandemic and the restrictions in place during lockdowns and tiered restrictions, the core programme of services to toddlers, children, young people and adults of all ages significantly diminished in size over the past year. Our Community Café has remained closed since March 2020, predominantly due to volunteer safety and insufficient capacity to provide table service with the required social distancing.

The tight geographical and professional linkage of the Community Centre with Lowther Primary School, Barnes Children's Centre, Sunshine Day Nursery and the North Barnes office of Citizens Advice (Richmond) has continued to contribute to the strong sense of community on and around the Castelnau Estate.

Throughout the year, we continued to staff the building with at least one worker. Homeworking and flexible arrangements were encouraged and taken up by several team members, with remote support taking place in various forms. We have embraced Zoom and used it for several regular sessions. Staying in touch with people on a 1:1 basis whilst also respecting their privacy has been a balance that needed to be struck.

From April to the end of June 2020, four volunteers and one worker delivered chilled meals thrice weekly, providing enough meals to enable someone to have a main meal for each day of the week. The meals were cooked in the 'Crisis Kitchen' of the Old Sorting Office (OSO) arts venue on Barnes Green, chilled and brought to us ready for onwards delivery. We delivered to around 35 households. Regular doorstep chats were enjoyed, and further help provided where needed. Happening as it did, very early in the first lockdown period, the social interaction was key, with the recipient knowing that three times a week there would be someone visiting. A bi-product of this initiative was that we learnt much about how front gardens and doorsteps can be used, as a neutral, safe space to engage with people, - something that we hope to utilise more in the future.

Improving and maintaining positive mental well-being continues to sit at the core of everything that we do. We follow the NHS *'five steps to improving mental wellbeing'*, these being to connect, be active, keep learning, give to others and be mindful. During this traumatic year, people's mental health has been challenged in ways that many people have not previously experienced, and we expect to be listening to individual 'Covid experiences' for many years to come, supporting residents as they themselves address their own needs. Two workers undertook Mental Health First Aid training this year and we envisage that the knowledge gained will provide further support to people during a mental health crisis.

Over the course of the period 01/04/20–31/03/21, the Centre saw 272 attendances (2019/20 4763) attendances made by 58 (2019/20 744) different people attending 60 (2019/20 428) sessions. These numbers represent those people attending Young at Heart (chair-based exercise via Zoom), Welcome Project (English as a second language) and the Youth Club, during the periods when exceptions were

allowed for sessions to take place. On top of these figures, we maintained 1:1 contact and a small number of outreach/befriending links.

At the beginning of the year, we re-entered a negotiated 'roll-over' year of our commissioned youth provision on behalf of the London Borough of Richmond upon Thames, via Achieving for Children.

The Youth Club has been heavily affected by the pandemic. During the lockdown periods, we used a government exception, allowing us to work with young people deemed 'vulnerable', delivered via 1:1 and small group sessions, featuring cooking, art and physical activity. The main aim of those activities was to retain contact and ensure that those young people knew of the support that remained in place for them throughout the period.

Given what was required of us throughout the year, there was little opportunity for partnership working. However we remain strongly linked to partners who bring a range of expertise and knowledge directly to the local community. We remain linked with Barnes Children's Centre, Citizens Advice Richmond, SEND Coffee and Chat Carers Group, Richmond Adult Community College, Richmond Aid, and Achieving for Children. At the end of the reporting period, we began embarking on two new partnership initiatives - Welcare and the NHS South West London Clinical Commissioning Group (CCG) - that we believe will significantly enhance the existing support networks available to local people.

CCP accommodates a satellite of the Richmond Foodbank Scheme, delivered by volunteers from the Barnes churches, in partnership with the Trussell Trust. The initiative, co-ordinated by Holy Trinity Church, has remained operational throughout the pandemic, temporarily moving to a delivery only function between January and May 2021. Given the financial impact of the pandemic we expect to see foodbank use rise in the coming months and years.

We continue to use our website and social media (Twitter, Facebook, and Instagram) to good effect, adding two new donation platforms during the year (PayPal Giving and Total Giving), both of which are proving to be beneficial.

FINANCIAL SUPPORT

CCP received total grant income to support community activities of £100,775 (2019/20 £81,280). Trustees are enormously grateful to all our funders, details of which are set out in Note 5 to the accounts.

A most important funder remains The Barnes Fund, which gave £41,000 for the Centre's core staffing. This underpins our ability to provide community development in Barnes. We really value their ongoing commitment to supporting people in greatest need, as with Richmond Parish Lands Charity (RPLC), whose funding has provided the Centre with £24,318 towards core staffing and the Community Kids Club. RPLC is a local grant maker also responding to those in greatest need, and we sincerely appreciate these trusts' ongoing support at a time when their resources are under immense pressure from the demands of local organisations.

From April 2020 CCP was very happy to receive the first instalment of £27,893 of a 5-year annual grant from the National Lottery Community Fund to cover the cost of our Adult Programme Manager and some additional overhead costs.

We are also hugely appreciative of the £41,823 (2019/20 £49,642) received in donations during the year from local churches, individuals, schools and other organisations, and in particular to our landlords, Holy Trinity Church, for their ongoing substantial donations¹ and practical support.

We continue to canvass support from local businesses and organisations, as well as donations from individuals.

STAFF

The year saw a significant change to the staff team, with two members departing for fresh challenges. In June, Sarah Chapman left her role as Adult Programme Manager, leaving a legacy of a much developed programme since her arrival in November 2015. In August, our Community Clubs Manager, Vanessa Willis felt that the time was right to embrace retirement after 29 years, - having energetically fulfilled various roles.

In January 2020, we were joined by Laila Francis, taking up the role of Adult Programme Manager. Laila brings a host of skills and experience to her role and we look forward to further developing the programme

during 2021/22.

Lisa Green continues to combine her role as Finance Manager with that of Company Secretary.

TRUSTEES

There were no changes to Trustee appointments during the year. Of the 12 Trustees, 10 live in North Barnes and the remaining 2 live in or are local to Barnes.

RISK MANAGEMENT AND CONTROL

Risks are kept under continual review. The main risks are financial, reputational and operational.

The main financial risks are loss of significant funding or loss of major rental income and contracts, or significant unbudgeted costs. The reserves policy covers temporary shortfalls of funding, rents or unanticipated costs. Larger shortfalls would be covered by accelerated fundraising.

The reputation of the charity would be damaged by a failure of safeguarding, major disturbance or failure of governance. These risks are being managed by the Deputy Chair and Director in establishing and maintaining robust policies and procedures approved by Trustees and overseen by the Director and Chair. Policies and procedures are regularly reviewed and updated. During the year the following policies and procedures have been reviewed, updated and approved by Trustees: Financial Controls, Child Safeguarding Policy, Worker to Child Supervision Ratio Policy, Adults at Risk Policy, Health and Safety Policy, Staff Code of Conduct, Complaint Procedure, Data Protection Policy and GDPR Privacy Policy.

Operational risks include risks in managing the building and risks in providing appropriate services. These operational risks are managed by the Director subject to oversight by the Chair and by Trustees. CCP has insurance to provide the normal protections against the risks associated with employment and building management.

The renewal of the lease on the building, which expires in March 2022, is a specific risk concerning the rent and term. A Sub-committee of the Board has been formed to oversee the lease negotiation. Solicitors Sutton Mattocks of Rocks Lane Barnes, have been appointed to advise us on the negotiation. A good relationship is maintained with our landlord, Holy Trinity Church.

FINANCIAL POSITION AND RESERVES

The overall out-turn for the year was a surplus of £4,080 (2018/19 surplus of £17,267). Because of the Covid pandemic, income from charitable activities and user charges was well down. On the other hand the costs of providing the charitable activities, staff costs and maintenance were also well down. A provision for legal fees has been made.

Unrestricted funds to be carried forward were £113,591 (2019/20 £109,512).

The Reserves Policy is to aim to hold six months costs or approximately £120,000 to ensure that the charity holds enough funds to be wound down solvent if necessary, to cover significant unplanned costs, and to cover any significant shortfall in funding or rental income.

INDEPENDENT EXAMINATION OF THE ACCOUNTS

The Trustees are responsible for the preparation of the accounts, which are not required to be audited. Accordingly they have been the subject of a report by an independent examiner-Alastair Cameron, whose report is set on the following page of this document.

Approved by the Trustees and signed on their behalf by:


Ian Lang
Chair

Dated 28/7/21

THE CASTELNAU CENTRE PROJECT

FOR THE YEAR TO 31 MARCH 2021

INDEPENDENT EXAMINERS'S REPORT TO THE TRUSTEES OF
THE CASTELNAU CENTRE PROJECT

I report to the charity Trustees on the accounts for the year ended 31st March 2021 which are set out on pages 9-13.

RESPONSIBILITIES OF THE TRUSTEES AND INDEPENDENT EXAMINER

The charity's Trustees consider that an audit is not required for this year under section 744(21) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5Xb) of the 2011 Act and
- State whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with the General Directions given by the Charity Commission.

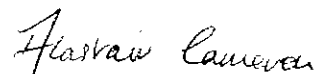
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Treasurer and Finance Manager concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matters have come to my attention

1 which give me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with s130 of the 2011 Act or to prepare accounts which accord with these accounting records have not been met; or

1 to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Mr. Alastair Cameron FCA
48 Lowther Road, Barnes

Date: 4/7/21

THE CASTELNAU CENTRE PROJECT
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR TO 31 MARCH 2021

	Notes	<u>2021</u>			<u>2020</u>		
		Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
Income from:		Funds	Funds	Funds	Funds	Funds	Funds
Donations and Grants	4,5	27,893	114,705	142,598	46	130,876	130,923
Charitable activities	6	-	42,847	42,847	-	60,856	60,856
Building Income	7	-	24,847	24,847	-	45,296	45,296
Investment income		-	234	234	-	122	122
Total Income		27,893	182,633	210,526	46	237,150	237,197
Expenditure on:							
Charitable activities	8	-	8,412	8,412	46	17,738	17,784
Building costs	9	2,000	84,102	86,102	-	92,879	92,879
Other charitable activities	10	25,267	86,665	111,932	-	109,266	109,266
Total resources expended		27,267	179,179	206,446	46	219,883	219,930
Surplus/(deficit)		626	3,454	4,080	-	17,267	17,267
Net Surplus(deficit)		626	3,454	4,080	-	17,267	17,267

The income, expenditure and resulting net movement in funds arise from continuing operations. The charity has no recognised gains or losses other than the net movement in funds in the year.

THE CASTELNAU CENTRE PROJECT

BALANCE SHEET

31 MARCH 2021

	Notes	<u>31/03/2021</u>	<u>31/03/2020</u>
Current Assets:			
Debtors	2	13,198	20,719
Cash and cash equivalents		182,441	137,218
		<u>195,639</u>	<u>157,937</u>
Current Liabilities:			
Creditors	3	<u>82,048</u>	<u>48,425</u>
Net assets		<u>£113,591</u>	<u>£109,512</u>
Represented by:			
Restricted funds		626	-
Unrestricted funds		112,965	109,512
		<u>£113,591</u>	<u>£109,512</u>

For the year ending 31 March 2021, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.


The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

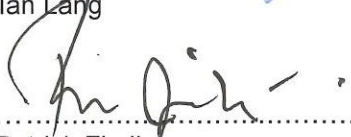
These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Trustees on

28 July 2021 and signed on their behalf by:



 Ian Lang



 Patrick Findlater

THE CASTELNAU CENTRE PROJECT

NOTES TO THE ACCOUNTS

FOR THE YEAR TO 31 MARCH 2021

1. ACCOUNTING POLICIES

Company information

The Castelnau Centre Project (03305114) is a charity and company limited by guarantee incorporated in England and Wales. The registered office is Castelnau Community Centre, 7 Stillingfleet Road, Barnes, London, SW13 9AQ.

a) Accounting Conventions

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The Castelnau Centre Project meets the definition of a public benefit entity under FRS 102.

These accounts for the year ended 31 March 2021 are prepared in accordance with FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland.

b) Funds structure

Unrestricted income funds comprise those funds which the Trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the Trustees, at their discretion, have created a fund for a specific purpose.

c) Income

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income can be measured reliably. Income is recognised only in the year to which it relates.

d) Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

2. DEBTORS

The debtors are estimated to be received within one year and comprise:

	<u>31 Mar 2021</u>	<u>31 Mar 2020</u>
Trade receivables	100	14,426
Other debtors	6,703	-
Prepayments	<u>6,395</u>	<u>6,293</u>
	13,198	20,719

3. CREDITORS

The Creditors are payable within one year

Trade payables	13,348	5,915
Deferred income	63,056	31,679
Other payables	437	2,819
Accruals	<u>5,207</u>	<u>8,012</u>
	82,048	48,425

4. DONATIONS INCOME

	<u>2021</u>			<u>2020</u>		
	Restricted Funds	Unrestricted Funds	Total Funds	Restricted Funds	Unrestricted Funds	Total Funds
Barnes Community Players	-	-	-	-	1,500	1,500
Holy Trinity Church	-	26,812	26,812	-	26,812	26,812
St Mary's Church	-	2,105	2,105	-	3,702	3,702
St Paul's School	-	3,103	3,103	-	5,179	5,179
Other donations	-	9,803	9,803	-	12,449	12,449
	-	41,823	41,823	-	49,643	49,643

5. GRANTS INCOME

	<u>2021</u>			<u>2020</u>		
	Restricted Funds	Unrestricted Funds	Total Funds	Restricted Funds	Unrestricted Funds	Total Funds
Barnes Fund	-	41,000	41,000	-	48,884	48,884
Richmond Parish Lands Charity	-	24,318	24,318	-	32,096	32,096
National Lottery Community Fund	27,893	-	27,893	46	-	46
Hanley Trust	-	-	-	-	250	250
Goldman Sachs	-	3,000	3,000	-	-	-
LB Richmond	-	923	923	-	-	-
Other grants	-	3,641	3,641	-	3	3
	27,893	72,882	100,775	46	81,234	81,280

6. CHARITABLE ACTIVITIES

	<u>2021</u>			<u>2020</u>		
	Restricted Funds	Unrestricted Funds	Total Funds	Restricted Funds	Unrestricted Funds	Total Funds
Youth Service Contract	-	42,103	42,103	-	43,512	43,512
Community Cafe	-	-	-	-	6,575	6,575
Little Castles	-	-	-	-	3,071	3,071
Exercise Classes	-	-	-	-	2,931	2,931
Elders	-	236	236	-	2,129	2,129
Summer Programme	-	-	-	-	35	35
Community Kids Club	-	-	-	-	1,790	1,790
Other charitable activities income	-	508	508	-	814	814
	-	42,847	42,847	-	60,856	60,856

7. BUILDING INCOME

	<u>2021</u>			<u>2020</u>		
	Restricted Funds	Unrestricted Funds	Total Funds	Restricted Funds	Unrestricted Funds	Total Funds
Rent Income	-	24,847	24,847	-	45,296	45,296

8. CHARITABLE ACTIVITIES (DIRECT COSTS)

	<u>2021</u>			<u>2020</u>		
	Restricted Funds	Unrestricted Funds	Total Funds	Restricted Funds	Unrestricted Funds	Total Funds
Youth Service Contract	-	3,259	3,259	-	4,745	4,745
Community Cafe	-	-	-	-	3,831	3,831
Little Castles	-	-	-	-	95	95
Exercise Classes	-	-	-	-	1,890	1,890
Elders	-	282	282	-	2,569	2,569
Summer Programme	-	-	-	-	840	840
Community Kids Club	-	-	-	-	771	771
Community Internet	-	4,871	4,871	-	2,437	2,437
Other activities	-	-	-	46	560	606
	-	8,412	8,412	46	17,738	17,784

9. BUILDING COSTS

	<u>2021</u>			<u>2020</u>		
	Restricted Funds	Unrestricted Funds	Total Funds	Restricted Funds	Unrestricted Funds	Total Funds
Staff costs (Building)	-	19,317	19,317	-	16,808	16,808
Rent and rates	1,000	39,496	40,496	-	40,724	40,724
Cleaning	-	12,943	12,943	-	13,445	13,445
Utilities, security, refuse, lift	1,000	7,061	8,061	-	9,264	9,264
Repairs and maintenance	-	192	192	-	11,279	11,279
Insurance	-	93	93	-	1,359	1,359
Other professional fees	-	5,000	5,000	-	-	-
	2,000	84,102	86,102	-	92,879	92,879

10. OTHER CHARITABLE ACTIVITIES COSTS

	<u>2021</u>			<u>2020</u>		
	Restricted Funds	Unrestricted Funds	Total Funds	Restricted Funds	Unrestricted Funds	Total Funds
Staff costs (Charitable activities)	25,267	74,744	100,011	-	99,412	99,412
Office costs	-	6,366	6,366	-	3,611	3,611
Insurance	-	118	118	-	1,907	1,907
Professional fees HR	-	850	850	-	1,107	1,107
Staff training and recruitment	-	738	738	-	1,213	1,213
Sundry expenses	-	3,849	3,849	-	2,016	2,016
	25,267	86,665	111,932	-	109,266	109,266