



Kickstart Trust (Bishop's Stortford) Ltd.

**Kickstart Centre, Methodist Church, South Street,
BISHOP'S STORTFORD, Herts. CM23 3AZ**

Tel. 01279 501745

E-mail: info@stortfordkickstart.org.uk

Annual Report and Accounts

To 31 January 2021

Charity Commission Reference No. 1069273

Company Registered No.3489622

Kickstart Trust (Bishop's Stortford) Ltd.

Significant Information

The Trust is established as a company limited by guarantee and is registered as a charity with the Charity Commission. The affairs of the Trust are governed by its memorandum and articles of association. The liability of the Members in the event of the Trust being wound up is limited to a sum not exceeding £1.

Officers	Occupation	Address
Chairman: Mr. Jim Smith	Retired	16 Millcroft Bishop's Stortford CM23 2BP
Secretary: Mr. Roger Foot	Retired	20 Proctors Way Bishop's Stortford Herts. CM23 3HE
Treasurer: Mr. Brian Purton	Retired	33, Proctors Way Bishop's Stortford Herts. CM23 3HF

Trustees

Mr. R.Foot

Mr. Gary Kibblewhite

Mr. Brian Purton

Mrs. K.M.Scarlett

Mr. P.J.D.Scarlett MBE

Mr. J. Smith

Mr. D.Varley

Registered Office:

Kickstart Centre, Methodist Church, South Street, Bishop's Stortford, Herts.

CM23 3AZ

Telephone:

+44 (0)1279 501745

Advisers

Bankers: HSBC, North Street, Bishop's Stortford

Solicitors: Tees Law, 95 London Road, Bishop's Stortford, Herts. CM23 3GW

Kickstart Trust (Bishop's Stortford) Ltd.

Trustees' Report

The Trustees present their report and the accounts for the year ended 31 January 2021

Developments, Activities and Achievements during the year.

Kickstart Trust (Bishop's Stortford) Ltd. (aka Stortford Kickstart) is a registered charity that provides a free service to all unemployed people in the area who are seeking to return to work.

The centre is open two mornings a week, staffed by 9 voluntary advisers and 2 receptionists. The charity's main sponsor, the Methodist Church of Bishop's Stortford, continues to provide premises and utilities without charge. Kickstart contributes towards the cost of the telephone and broadband services provided at the Church.

CORONAVIRUS

Because of the current situation regarding the outbreak of coronavirus and the government's instructions concerning the elderly and vulnerable people in our society, it has been decided, with regret, that Kickstart's operation will be suspended for the time being. The majority of our volunteers being over 70 years of age would make continuation of the drop-in service untenable. In addition, the Wesley Hall was flooded in mid-summer due to a heavy storm which ruined the carpeted flooring. That has been replaced but as a result, Kickstart has been closed to walk-in clients since mid-March, our last open session being on 13 March.

Kickstart has been open to telephone enquiries only on Thursday (Peter) and Friday (Jim) mornings. However, only 10 people took advantage of the facility during the period in question. That is hardly surprising considering the Furlough System in operation. The individuals concerned required updated CVs.

Charts summarising the current position are attached. Total attendance at year end stood at 11441 an increase of 175, with the number of clients 2518 (including an estimated 50 during 1994-5).

Total revenue expenditure during the year was £705. The trust's income amounted to £1100. which, together with the starting bank balance of £2117, was sufficient to cover the year's outgoings. Donation during the year amounted to £1100, comprising, £1000 from a personal donation and £100 from Round Table. Because of Covid-19 restrictions it was not possible to hold the annual fundraising coffee morning. Of the £399 direct charitable expenditure £265 related to IT maintenance and software, £99 for the website annual fee and £35 for a gift to our retiring receptionist.. Because of the COVID-19 situation, the Church has waived its telephone and broadband charge. Of the indirect expenditure, Companies House fee accounted for £48 and Public Liability insurance £258 The Methodist Church has instituted licence agreements for all of its properties in the UK to which Kickstart has signed up at an annual 'peppercorn' sum of £1 but which has yet to be charged. Because the annual coffee morning did not take place it was not possible to donate the usual £200 to the Methodist Church in recognition of the valuable support it provides each year.

Stortford Kickstart is keeping within its key objective regarding the target clientele, with the majority being unemployed for a month or less and living in or around Bishop's Stortford. Most of the clients claimed to be unskilled, with the majority coming as a result of seeing the

Kickstart Notice Board. Of the 18 new clients during the year 5 were under 25, 4 between 26-40 and 5 41-55.

Since records were kept in 2010, the number of 'foreign' clients seeking Stortford Kickstart's help continued, with 17% of the new clients coming from the EU. No doubt that will change following Brexit.

Clients still appear to prefer to use the trust's Internet for their job search and CV preparation. The direct link to the Trust's Find a Job page, plus many other job search sites on its website, continues to prove to be extremely helpful to our clients. This process necessitates clients having an email address - a large proportion using the service has not. Consequently, helping clients to register for an address continues to play an important part of our service. This "on- line" process has been extended to applications for Job Seekers Allowance within the Universal Credits system. Some of the clients have been helped with their Universal Credit claims during the year. Clearly, we are not able to advise on the whole range of benefits issues. In that respect we refer the client to other more appropriate agencies such as their Jobcentre Work Coach or the CAB.

It has been calculated that, at present, some 2,000,000 people have been unemployed for the past 6 months, being either furloughed or made redundant. Pressure is on the government to continue payment beyond the current April deadline. The recent decision to extend the additional weekly £20 to Universal Credit will be welcomed by many.

IT Maintenance

Nil required

Website

Despite Kickstart being in 'Lockdown', Alan has continued to work hard on Kickstart's behalf, updating the web site regularly. He has introduced a Coronavirus quiz, Skills and a number of links to "Key Worker" jobs opportunities. He has provided an enormous amount of very relevant and helpful links to other information that will be of benefit to those seeking work in those Key Worker areas.

This has all taken a huge amount of Alan's time. We at Kickstart, and our clients, are very lucky to have him and his experience with us. So, a big thank you to Alan. His report follows.

Systems Engineer's Report

A year has not quite elapsed since Kickstart's most recent session in the Wesley Hall; although the Year in which we closed, on 13th March 2020, has now come to an end. Prior to closure, we received 45 visits in the Hall. Since then, of those Clients who had previously visited the Kickstart Centre, 6 have returned as "remote visitors". My attempts (by eMail) to reach out to others who had previously registered proved unsuccessful. In addition, 4 new "external clients" have registered with us.

Between them, these 10 Clients made 23 remote visits during the course of the Year. On the chart ...

Visits per Week



... the moving averages show us that, while closure naturally brought a marked drop in the number of Client visits, the number of website visits remained steady (though with a slight decline latterly).

Almost 65 times as many people have visited the website. World-wide, over 4395 visits were made to it, of which more than 630 came from within the UK: a number surpassed only in the USA, with over 2300 visits. China and Germany follow us.

This year has seen visitors from Finland and South Korea making their first appearance. Is it mere coincidence that these nations – home to Nokia and Samsung, respectively – are in the vanguard of technology? Perhaps they have simply confused us with the *Government's* Kickstart Scheme! Visitors have also reached us from such diverse lands as the Seychelles, Slovenia and Saudi Arabia.

However, twice as many visitors leave the site straightaway as did when we first began to advertise Coronavirus job vacancies: 6% plays 3%; *i.e.*, 94% now stay on board (the statistics have been adjusted for “bounce” and for internal use). Is it that people have now had their fill of Corona? Peter observes that none of these visits has so far resulted in a New Client registering with Kickstart.

Besides enabling a Coronavirus Job search, other developments have included:

- * a Skills Quiz
- * an online Registration Form, enabling the Appointments Secretary to pass New Client and Returner data to a Remote Operator
- this has been systems-tested by Gary, Peter, and to some extent, Kath

* an expansion of the Client Registration system, in support of the requirement to Track and Trace clients visiting the Kickstart Centre; which system may be used either by Receptionist (should we return to the Hall) or by the Remote Operator. Returners will need to re-register;

* an enhancement to the Advisor side, whereby

a), the allocation of a Client becomes visible to the Advisor online, and

b), so also do Advisors' Notes on the case (enabling us to dispense with the paper topsheet). Again, this facility has been tested by Gary and Peter.

May I conclude by saying that I believe these recent developments offer a measure of flexibility in our future ways of working; and some choice, potentially, as to whether to work on-site or remotely.

Alan Hare

Staffing

It is sad to report that, one of the two receptionists, Janice Heath, has had to retire because of ill health. Janice has been with Kickstart for more than 20 years and has been a significant part of the Kickstart team. Her welcoming nature and friendly disposition was always appreciated by the clients, new and old alike. Janice will be missed by us all and we wish her a happy and well-deserved retirement.

The Future

Currently, it does not look possible for Kickstart to resume its face-to-face operation for some time. The method of operation, or even the viability of continuing, will be discussed at the AGM in March. In the meantime, we are in discussion with CVSBEH and the CAB, regarding their new community initiatives, Job Start and Frontline, respectively. The former could see Kickstart helping with CV and Interview Preparation and the latter is a scheme for referring clients between its members.

There is little doubt that, when the additional support currently being enjoyed by those in need comes to an end, unemployment will rise, possibly to the heights seen in the 1980s. Agencies such as Kickstart will be needed more than ever.

Audit Exemption

The Trustees have decided to take advantage of the audit exemption provisions of the Companies Act.

Approved by the Trustees on 22 March 2021 and signed on their behalf by:

Jim Smith (Chairman)

Kickstart Trust (Bishop's Stortford) Ltd.

**Statement of Financial Activities and Income and Expenditure Account
For the year ended 31 January 2021**

Income and Expenditure	Note		Previous year
Balance brought forward		2117	501
Donations -	2	1100	1155
Grants	3	nil	1500
Fund Raising	3	nil	227
Total Income		3217	3383
Resources Expended			
Direct charitable expenditure	4	399	759
Management and administration	5	306	307
Depreciation		nil	nil
Donations	6		200
Total Expenditure		705	1266
Net incoming resources for the year		2512	2117
TOTAL FUNDS CARRIED FORWARD		2512	2117

Kickstart Trust (Bishop's Stortford) Ltd.

Balance Sheet as at 31 January 2020

	Note		Previous year
Fixed Asset			
Tangible Asset	7	nil	nil
Current Asset			
Cash at Bank		2512	2117
Total Assets less current Liabilities		2512	2117
Funds			
General Fund	8	2512	2117

For the year ended 31 January 2021 the Trust was entitled to exemption from audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. These accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the directors at 22 March 2021 and signed on their behalf by:

Jim Smith (Chairman)

Kickstart Trust (Bishop's Stortford) Ltd.

Notes to the Accounts

1. Accounting policies

Basis of accounting. The statement of accounts has been prepared in accordance with the provisions of the Companies Act 1985, the Statement of Recommended Practice Accounting by Charities and applicable accounting standards. Where necessary the headings laid down in the Companies act have been adapted to meet the special activities of the Trust. The Trust qualifies as a small company under the Companies Act 1985, the trustees have elected to take advantage of the exemption under FRS1 not to prepare a cash flow statement. They have taken advantage also of the exemption from having to have the accounts audited.

Income. Donations and legacies are accounted for when received by the Trust. Other income as accounted for on an accruals basis as far as it is prudent to do so. Income includes tax recoverable where appropriate.

Gifts in kind. The charity receives the benefit of work carried out by volunteers, and receives the use of facility and equipment without charge. No value is placed on these items.

Grants. Revenue grants are credited to the income and expenditure account as received, unless related to a specific period, when it is placed in a restricted fund until used.

Taxation. As a registered charity, the Company benefits from Rates relief and is generally exempt from Income tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Investments. The Trust has made no investments during the period. Should it do so, realised gains and losses would be taken to the Income and Expenditure Account.

Depreciation. Of tangible fixed assets is provided at the following annual rates in order to write off each asset over its estimated useful life: -

Electronic equipment	33.3% straight line
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2. Donations and gifts - General fund

Previous year

Rotary Club of Bishop's Stortford	nil	nil
Personal donations	1000	915
Round Table	100	

BSMC Tues. Afternoon Fellowship	nil	140
Bishop's Stortford Inner Wheel	nil	100

3. Grants received - General Fund

Bishop's Stortford Town Council	nil	nil
Brazier Trust	nil	nil
HCC	nil	750
Stansted Airport Community Trust	nil	750

4. Direct charitable expenditure

Daily revenue costs	399	759
Depreciation	<u>nil</u>	<u>nil</u>
	399	759

5. Management and administration

Insurance	258	258
Companies House fee	48	48
Methodist Church Annual Licence	nil	1
Information and data Protection Fee	nil	nil
	306	307

6. Donations payable

Bishop's Stortford Methodist Church	nil	200
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7. Tangible fixed assets

Previous year

Fixtures, fittings and equipment

Additions - at valuation

At 31 January 2020	2 X laptops		nil
	*6 x laptops	nil	nil
	*1.x.laser printer	nil	nil
	*3 x 24" monitor screens	nil	nil
	*6 x desk top and mouse	nil	nil
	*3 x docking stations	<u>nil</u>	<u>nil</u>
Total New IT		nil	nil
Charge for the year)	2 X laptops (final year)	nil	nil
	*Items above (Year 1)		
	(Year 2)		
	(Year 3 -final year))	nil	nil
Written down amount as at 31 January 2021		nil	

8.Funds
General Fund

Incoming resources for the coming year as at 31 January 2021	2512	2117
Represented by:		
Tangible fixed assets	nil	nil
Net current assets	2512	2117
Total	2512	2117