

West Kent Mediation

Report and Accounts
31 March 2021



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**Chairman's Report
for the year ended 31 March 2021**

This year we are celebrating the 25th year of the formation of West Kent Mediation. I consider this to be a very real achievement for a small charity such as ours, and after the very challenging past year the need for our services has never been greater.

Looking back to my report for 2020, when we were grappling desperately with the challenges of the COVID 19 epidemic, it is good to be able to report how successfully our two office staff Amanda Bell and Gill Brewster continued to adapt procedures, in order to keep our mediation service going forward. At the time I wrote my last report we could not see an end to Covid restrictions. However now finally there seems to be light at the end of a very long tunnel.

Over the year our Committee met on Zoom until it was possible for us to physically be together again. We learnt from Amanda and Gill how our mediators had successfully conducted online and telephone consultations, with many promising outcomes. It remains to be seen if some of these new ways of approaching mediation may be carried forward into the future, as the safety of our volunteers and clients will always be paramount. Unfortunately, Imago, who have kindly rented us an office at Knole Academy in recent years, now need the space themselves. Thankfully a new venue in Sevenoaks has been found and we look forward to settling into our new premises.

We are immensely grateful to our three local authorities- Sevenoaks District Council, Tunbridge Wells Borough Council and Tonbridge & Malling Borough Council, who all use our services and continue to support us. We also thank the many town and parish councils in our area for their valuable and extremely generous donations. They have been especially valued in this particularly difficult year for our service

In addition, we are indebted to the National Lottery Community Fund for the grant they awarded us last year and which will be paid over three years. This money is invaluable in helping us meet all our running costs. Much time and effort has been spent over the year applying to grant making organisations and we send our sincere thanks to all those who have supported us. We are very mindful of the fact that one important contract and source of income for us expired in June and another is in its final year and so we must continue to look for new sources of funding.

Regrettably it has not been possible to meet up with our wonderful team of mediators, nor to offer them training in our normal way. However, we were able to offer guidance and some online training on the use of Zoom in mediation, which mediators found helpful. We very much hope to be able to meet physically in the near future, in order to thank everyone properly and to share their ideas and experiences.

Our schools peer mediation work inevitably came to a standstill during the pandemic. However, there are encouraging signs that it will now be able to recommence in the Autumn Term.

In conclusion, on behalf of my fellow trustees I would like to send grateful thanks to all our mediators, who give so much of their time. It is greatly appreciated. In addition, I send personal thanks to my fellow trustees for all their support and wisdom.

Rosemary Morgan

Mrs R A Morgan

Chairman

**Report of the Trustees
for the year ended 31 March 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

West Kent Mediation (WKM) has been providing a free, impartial and confidential mediation services to Sevenoaks District Council, Tonbridge & Malling Borough Council and Tunbridge Wells Borough Council for over twenty years. Mediation is a means of conflict resolution enabling people in dispute to reach a mutually acceptable agreement with the help of volunteer mediators who are trained and supported by WKM's small staff team.

Achievements

Our referrals are received through continued partnership working with both statutory and voluntary organisations, including the three leading housing associations in West Kent. 76% of our referrals during the year were neighbour/community cases, and 24% related to family (including homelessness) conflicts. Unfortunately, our peer mediation schools service has temporarily been suspended due to the coronavirus pandemic.

Public benefit

The Board of Trustee Directors confirms that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

FINANCIAL REVIEW

Financial position

In the year ended 31 March 2021 WKM received total incoming resources of £68,409 and expended £41,616 in total, resulting in net income of £26,793 (2020 £10,668). WKM's cumulative reserves to be carried forward at 31 March 2021 thus amounted to £81,325 (2020 £54,532).

Reserves policy

The Board of Trustee Directors has established a policy whereby the unrestricted free reserves held by the company should be maintained at a level where it is considered that a broad business base can be laid for the charity to continue its current activities. The unrestricted free reserves amounted to £81,325 at 31 March 2021, of which the Trustees have designated £25,500 to make provision in the event the company be required to make payment for its office accommodation and/or closure costs if ongoing finance is not received. The policy is monitored and reviewed annually.

FUTURE PLANS

The charity seeks to expand its mediation services in all areas. We continue to work in close partnership with other mediation services within the Kent Mediation network, and other voluntary and statutory organisations within our area.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, its memorandum and articles of association, and constitutes a limited company limited by guarantee as defined by the Companies Act 2006.

Annually, one third of the Trustee Directors retire by rotation at the AGM. Additionally any trustee directors who have been appointed by the Board of Trustee Directors since the last AGM shall hold office only until the next following AGM. If not re-appointed at that AGM he/she shall vacate office at the conclusion of the meeting.

Recruitment and appointment of new trustees

The Board of Trustee Directors regularly reviews the Board's composition to identify any skills gaps. They also review the methods employed to recruit new trustees; these include through word of mouth and networking, insertions in newsletters circulated to service users and volunteers, through the West Kent Mediation website. WKM's publicity material is also displayed in a wide range of community venues including schools, medical centres, supermarkets, libraries, etc..

Organisational structure

The Charity's operations are directed by the Board of Trustee Directors, which meets on a regular basis, and is responsible for the supervisory management of the charitable company. The mediation activities are undertaken by volunteers who are recruited, trained, supported and supervised by two paid members of staff. The main funding for the company's charitable activities was provided by and through the local authorities of Sevenoaks, Tonbridge & Malling and Tunbridge Wells and the three major local Housing Associations in West Kent, together with donations from town and parish councils and others. This year we have secured funding from the National Lottery covering the next 3 years. We are extremely grateful for the continued support of all our funders.

Risk management

The Board of Trustee Directors has examined the major strategic, business and operational risks which the company faces and confirm that systems have been established to enable regular reports to be produced, so that current controls can be monitored and improvements introduced as and when necessary.

**Report of the Trustees
for the year ended 31 March 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04830437 (England and Wales)

Registered Charity number

1100637

Registered office

C/O Imago
Knole Academy
Bradbourne Vale Road
Sevenoaks
Kent
TN13 3LE

Trustees

Mrs S J Constantine Councillor
Mr P M Michaels Retired
Mrs R A Morgan Retired
Mrs P J Robertson Retired
Mr K W Turner Retired
Mrs R A Clibbens Retired

Company Secretary

Mrs G Brewster

Independent Examiner

Porritt Rainey
The Crown Business Centre
10 High Street
Otford
Sevenoaks
Kent
TN14 5PQ

Bankers

Lloyds TSB
High Street
Sevenoaks
Kent
TN13

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

Approved by order of the board of trustees on 7 September 2021 and signed on its behalf by:

Keith Turner

Mr K Turner - Trustee

Independent examiner's report to the trustees of West Kent Mediation ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Alan R E Peal

Alan R E Peal
Chartered Accountant
Porritt Rainey
The Crown Business Centre
10 High Street
Otford
Sevenoaks
Kent
TN14 5PQ

Date: 9 September 2021

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		48	-	48	-
Charitable activities	3				
Mediation		33,140	35,000	68,140	62,542
Investment income	2	<u>221</u>	<u>-</u>	<u>221</u>	<u>347</u>
Total		33,409	35,000	68,409	62,889
EXPENDITURE ON					
Charitable activities	4				
Mediation		6,616	35,000	41,616	52,221
NET INCOME		26,793	-	26,793	10,668
RECONCILIATION OF FUNDS					
Total funds brought forward		54,532	-	54,532	43,864
TOTAL FUNDS CARRIED FORWARD		<u>81,325</u>	<u>-</u>	<u>81,325</u>	<u>54,532</u>

The notes form part of these financial statements

Statement of Financial Position
31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
CURRENT ASSETS					
Cash at bank		93,604	-	93,604	77,769
CREDITORS					
Amounts falling due within one year	10	(12,279)	-	(12,279)	(23,237)
NET CURRENT ASSETS		81,325	-	81,325	54,532
TOTAL ASSETS LESS CURRENT LIABILITIES		81,325	-	81,325	54,532
NET ASSETS		81,325	-	81,325	54,532
FUNDS	11				
Unrestricted funds				81,325	54,532
TOTAL FUNDS				81,325	54,532

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 7 September 2021 and were signed on its behalf by:

Keith Turner

Mr K Turner - Trustee

1. ACCOUNTING POLICIES**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INVESTMENT INCOME

	2021 £	2020 £
Deposit account interest	<u>221</u>	<u>347</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2021 £	2020 £
Mediation Fees	Mediation	-	3,800
Grants	Mediation	<u>68,140</u>	<u>58,742</u>
		<u>68,140</u>	<u>62,542</u>

Grants received, included in the above, are as follows:

	2021 £	2020 £
Sevenoaks District Council	5,000	4,800
Tunbridge Wells Borough	2,500	2,500
Tonbridge & Malling Borough Council	2,160	2,400
Town & Country Housing	8,500	5,100
West Kent Housing	6,600	5,100
Parish Councils	1,350	675
Citizens Advice	7,500	9,375
Town Councils	2,600	650
Clarion Housing Group	<u>3,400</u>	<u>5,100</u>
Carried forward	39,610	35,700

Notes to the Financial Statements - continued
for the year ended 31 March 2021**3. INCOME FROM CHARITABLE ACTIVITIES - continued**

	2021	2020
	£	£
Brought forward	39,610	35,700
Henry Smith Charity	4,000	4,000
V F Southall	-	2,000
R G Hill Charitable Trust	-	1,250
Colyer Fergusson	4,250	1,750
Early Help	-	3,782
National Lottery	17,840	7,460
Sevenoaks Amhurst Rotary Group	-	300
Kent Community Foundation	2,000	2,000
Linda Hogan Charitable Trust	440	500
	<u>68,140</u>	<u>58,742</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 5)	Support costs	Totals
	£	£	£
Mediation	<u>39,842</u>	<u>1,774</u>	<u>41,616</u>

5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2021	2020
	£	£
Staff costs	32,256	38,795
Premises Costs	3,527	3,583
Insurance	1,753	1,796
Telephone	159	312
Stationery and Computer consumables	770	1,566
Sundries	66	-
Staff Expenses	180	247
Volunteer Expenses and Training	257	1,439
Mediation Fees	-	1,985
Advertising and Presentations	439	-
Office Equipment	-	764
Subscriptions	435	210
	<u>39,842</u>	<u>50,697</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**Notes to the Financial Statements - continued
for the year ended 31 March 2021**

7. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2021	2020
Organisational Roles	<u><u>2</u></u>	<u><u>2</u></u>

The remuneration of the management team were £37,939.

During the period Furlough receipts totalled £8,022.

8. PENSION

The company contributes for one employee into The Pensions Trust Money Purchase Plan for Charities and Voluntary Organisations. The company has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30 September 2020. As of this date the estimated employer debt for the company was £3,854 which has been provided for by the company (2020 - £3,979).

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Mediation	30,900	31,642	62,542
Investment income	<u>347</u>	<u>-</u>	<u>347</u>
Total	31,247	31,642	62,889
 EXPENDITURE ON			
Charitable activities			
Mediation	<u>18,704</u>	<u>33,517</u>	<u>52,221</u>
 NET INCOME/(EXPENDITURE)	12,543	(1,875)	10,668
 RECONCILIATION OF FUNDS			
Total funds brought forward	<u>41,989</u>	<u>1,875</u>	<u>43,864</u>
 TOTAL FUNDS CARRIED FORWARD	<u><u>54,532</u></u>	<u><u>-</u></u>	<u><u>54,532</u></u>

Notes to the Financial Statements - continued
for the year ended 31 March 2021**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Accruals and deferred income	7,125	17,817
Accrued expenses	<u>5,154</u>	<u>5,4201</u>
	<u>12,279</u>	<u>23,237</u>

11. MOVEMENT IN FUNDS

	At 1/4/20 £	Net movement in funds £	At 31/3/21 £
Unrestricted funds			
General fund	29,032	26,793	55,825
Designated Reserves	<u>25,500</u>	-	<u>25,500</u>
	<u>54,532</u>	<u>26,793</u>	<u>81,325</u>
TOTAL FUNDS	<u>54,532</u>	<u>26,793</u>	<u>81,325</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	33,409	(6,616)	26,793
Restricted funds			
Local Authorities	9,660	(9,660)	-
Path Partnership	7,500	(7,500)	-
The National Lottery Community Fund	<u>17,840</u>	<u>(17,840)</u>	-
	<u>35,000</u>	<u>(35,000)</u>	-
TOTAL FUNDS	<u>68,409</u>	<u>(41,616)</u>	<u>26,793</u>

Comparatives for movement in funds

	At 1/4/19 £	Net movement in funds £	At 31/3/20 £
Unrestricted funds			
General fund	16,489	12,543	29,032
Designated Reserves	<u>25,500</u>	-	<u>25,500</u>
	41,989	12,543	54,532
Restricted funds			
Path Partnership	1,875	(1,875)	-
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>43,864</u>	<u>10,668</u>	<u>54,532</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2021

11. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	31,247	(18,704)	12,543
Restricted funds			
Local Authorities	11,025	(11,025)	-
Path Partnership	9,375	(11,250)	(1,875)
KCC Early Help (Tonbridge & Malling)	3,782	(3,782)	-
The National Lottery Community Fund	<u>7,460</u>	<u>(7,460)</u>	<u>-</u>
	<u>31,642</u>	<u>(33,517)</u>	<u>(1,875)</u>
TOTAL FUNDS	<u><u>62,889</u></u>	<u><u>(52,221)</u></u>	<u><u>10,668</u></u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/19 £	Net movement in funds £	At 31/3/21 £
Unrestricted funds			
General fund	16,489	39,336	55,825
Designated Reserves	<u>25,500</u>	<u>-</u>	<u>25,500</u>
	41,989	39,336	81,325
Restricted funds			
Path Partnership	<u>1,875</u>	<u>(1,875)</u>	<u>-</u>
TOTAL FUNDS	<u><u>43,864</u></u>	<u><u>37,461</u></u>	<u><u>81,325</u></u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	64,656	(25,320)	39,336
Restricted funds			
Local Authorities	20,685	(20,685)	-
Path Partnership	16,875	(18,750)	(1,875)
KCC Early Help (Tonbridge & Malling)	3,782	(3,782)	-
The National Lottery Community Fund	<u>25,300</u>	<u>(25,300)</u>	<u>-</u>
	<u>66,642</u>	<u>(68,517)</u>	<u>(1,875)</u>
TOTAL FUNDS	<u><u>131,298</u></u>	<u><u>(93,837)</u></u>	<u><u>37,461</u></u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

13. LIMITATION OF LIABILITY

The charity is a company limited by guarantee and has no share capital. The statutory members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of a winding up. The total number of such guarantees at 31 March 2021 was 32.