

West Kent Mediation

Report and Accounts
31 March 2022



	Page
Chairman's Report	1
Report of the Trustees	2 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Statement of Financial Position	7
Notes to the Financial Statements	8 to 14
Detailed Statement of Financial Activities	15

**Chairman's Report
for the year ended 31 March 2022**

Despite the ongoing concerns about COVID 19 it is good to be able to report that our mediation service has found ways to carry on working, sometimes using Zoom, telephone consultations, or meeting clients in airy locations. Our two excellent office staff Amanda Bell and Gill Brewster have continued to help us adapt our procedures and have kept everything running very smoothly. We will be extremely sorry to say goodbye to Gill when she retires later this year, and we thank her sincerely for her many years of service.

Our committee of trustees has met regularly over the past year, and we were delighted to welcome Richard Seymour QC as a new member of our team. At one of our meetings Dorothy Walkington, our schools co-ordinator, came to update us on her peer mediation work, which is now expanding after the challenges of the pandemic and we have received some excellent feedback from the schools she has visited. Our sincere thanks go to Dorothy for her outstanding work.

It was very good to be able to meet up with many of our dedicated mediators at the two day certified training course on adult mental health first aid held in March. This was an excellent event and enabled those who attended to further their understanding of issues, such as depression, anxiety and psychosis, which may well be problems that affect some of our clients. We have also arranged for some training on understanding autism a little better and interacting with people who are autistic, which we hope will be equally well attended.

We are extremely grateful to the three local authorities who continue to support us - namely Sevenoaks District Council, Tunbridge Wells Borough Council and Tonbridge & Malling Borough Council. We also thank the many town and parish councils in our area for their valuable donations, especially at this challenging time when many services are stretched to the limit.

We have been very fortunate to have received funding from the National Lottery Community Fund. This has enabled us to meet all our running costs over a three year period. However this will end in November and two of our other sources of income are also to finish. Inevitably, our applications for funding are ongoing.

We have increased our social media consultant's time working with us and we continue to advertise on social media, aiming to publicise our services and to reach a wider audience.

In conclusion, on behalf of my fellow trustees I would like to send my sincere thanks to Amanda and Gill and to all our mediators for the very valuable work they do. In addition, I thank my fellow trustees for their support, guidance, and wisdom. We have now been an active service to the public for 26 years, which is a considerable achievement for a small charity like ours and in these challenging times for many families our service is needed more than ever before.

Rosemary Morgan
Chairman

**Report of the Trustees
for the year ended 31 March 2022**

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 2022. 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) provides a free, impartial and confidential community mediation service to all residents of Sevenoaks District Council, Tonbridge & Malling Borough Council and Tunbridge Wells Borough Council. 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. 75% of our referrals during the year were neighbour/community cases, and 25% related to family (including homelessness) conflicts. This year, our peer mediation schools service has resumed and been extremely successful, we have trained over 320 students in mediation awareness skills and trained a further 84 students to become mediators in the school environment.

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 2022 WKM received total incoming resources of £50,407 and expended £52,039 in total, resulting in net expenditure of £1,632 (2021 Income - £26,793). WKM's cumulative reserves to be carried forward at 31 March 2022 thus amounted to £ 79,693 (2021 £81,325).

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 £48,193 at 31 March 2022, as 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, and a further £6,000 for a project of peer mediation training. The policy is monitored and reviewed annually.

FUTURE PLANS

The charity seeks to expand its mediation services with an emphasis on our peer mediation training project in primary schools. 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.

**Report of the Trustees
for the year ended 31 March 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

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. We are in our final year of a 3 year funding project from the National Lottery. 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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04830437 (England and Wales)

Registered Charity number

1100637

Registered office

Sevenoaks Indoor Bowls Centre
Hollybush Lane
Sevenoaks
Kent
TN13 3UX

Trustees

Mrs S J Constantine Councillor
Mr P M Michaels Retired (resigned 22/9/2021)
Mrs R A Morgan Retired
Mrs P J Robertson Retired
Mr K W Turner Retired
Mrs R A Clibbens Retired
Mr R Seymour (appointed 18/5/2022)

Company Secretary

Mrs G Brewster

Independent Examiner

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

**Report of the Trustees
for the year ended 31 March 2022**

REFERENCE AND ADMINISTRATIVE DETAILS

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 31 August 2022 and signed on its behalf by:

Mr K W 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 2022.

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

Date: 2022

West Kent Mediation

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the year ended 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		360	-	360	48
Charitable activities	3				
Mediation		38,469	11,520	49,989	68,140
Investment income	2	<u>58</u>	-	<u>58</u>	<u>221</u>
Total		38,887	11,520	50,407	68,409
EXPENDITURE ON					
Charitable activities	4				
Mediation		40,519	11,520	52,039	41,616
NET INCOME/(EXPENDITURE)		(1,632)	-	(1,632)	26,793
RECONCILIATION OF FUNDS					
Total funds brought forward		81,325	-	81,325	54,532
TOTAL FUNDS CARRIED FORWARD		<u>79,693</u>	<u>-</u>	<u>79,693</u>	<u>81,325</u>

The notes form part of these financial statements

Statement of Financial Position
31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
CURRENT ASSETS					
Cash at bank		94,495	-	94,495	93,604
CREDITORS					
Amounts falling due within one year	10	(14,802)	-	(14,802)	(12,279)
NET CURRENT ASSETS		<u>79,693</u>	<u>-</u>	<u>79,693</u>	<u>81,325</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>79,693</u>	<u>-</u>	<u>79,693</u>	<u>81,325</u>
NET ASSETS		<u>79,693</u>	<u>-</u>	<u>79,693</u>	<u>81,325</u>
FUNDS	11				
Unrestricted funds				<u>79,693</u>	<u>81,325</u>
TOTAL FUNDS				<u>79,693</u>	<u>81,325</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 31 August 2022 and were signed on its behalf by:

Mr K W Turner - Trustee

The notes form part of these financial statements

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.

**Notes to the Financial Statements - continued
for the year ended 31 March 2022**

2. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	<u>58</u>	<u>221</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	2022	2021
	£	£
Grants Activity Mediation	<u>49,989</u>	<u>68,140</u>

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

	2022	2021
	£	£
Sevenoaks District Council	5,000	5,000
Tunbridge Wells Borough	2,500	2,500
Tonbridge & Malling Borough Council	2,145	2,160
Town & Country Housing	5,100	8,500
West Kent Housing	5,125	6,600
Parish Councils	848	1,350
Kent Police	500	-
Citizens Advice	1,875	7,500
Town Councils	21	2,600
Clarion Housing Group	5,100	3,400
Henry Smith Charity	-	4,000
Colyer Fergusson	2,000	4,250
Early Help	2,125	-
National Lottery	17,048	17,840
Kent Community Foundation	-	2,000
Linda Hogan Charitable Trust	402	440
Tory Family	<u>200</u>	<u>-</u>
	<u>49,989</u>	<u>68,140</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 5) £	Support costs £	Totals £
Mediation	<u>50,130</u>	<u>1,909</u>	<u>52,039</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2022

5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2022	2021
	£	£
Staff costs	36,283	32,256
Premises Costs	3,559	3,527
Insurance	1,828	1,753
Telephone	204	159
Stationery and Computer consumables	2,583	770
Sundries	48	66
Staff Expenses	328	180
Volunteer Expenses and Training	260	257
Mediation Fees	1,196	-
Advertising and Presentations	980	439
Staff Training	79	-
Subscriptions	250	435
Volunteer Training	<u>2,532</u>	<u>-</u>
	<u>50,130</u>	<u>39,842</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

7. STAFF COSTS

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

	2022	2021
Organisational Roles	<u>2</u>	<u>2</u>

The emoluments of the management team were £39,079.

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 2021. As of this date the estimated employer debt for the company was £2,698 which has been provided for by the company (2021 - £3,854).

Notes to the Financial Statements - continued
for the year ended 31 March 2022**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	48	-	48
Charitable activities			
Mediation	33,140	35,000	68,140
Investment income	<u>221</u>	<u>-</u>	<u>221</u>
Total	33,409	35,000	68,409
EXPENDITURE ON			
Charitable activities			
Mediation	6,616	35,000	41,616
NET INCOME	26,793	-	26,793
RECONCILIATION OF FUNDS			
Total funds brought forward	54,532	-	54,532
TOTAL FUNDS CARRIED FORWARD	<u>81,325</u>	<u>-</u>	<u>81,325</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Accruals and deferred income	10,804	7,125
Accrued expenses	<u>3,998</u>	<u>5,154</u>
	<u>14,802</u>	<u>12,279</u>

11. MOVEMENT IN FUNDS

	At 1/4/21 £	Net movement in funds £	Transfers between funds £	At 31/3/22 £
Unrestricted funds				
General fund	55,825	(1,632)	(6,000)	48,193
Designated Reserves	25,500	-	-	25,500
Designated School Projects	<u>-</u>	<u>-</u>	<u>6,000</u>	<u>6,000</u>
	<u>81,325</u>	<u>(1,632)</u>	<u>-</u>	<u>79,693</u>
TOTAL FUNDS	<u>81,325</u>	<u>(1,632)</u>	<u>-</u>	<u>79,693</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2022

11. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	38,887	(40,519)	(1,632)
Restricted funds			
Local Authorities	9,645	(9,645)	-
Path Partnership	1,875	(1,875)	-
	11,520	(11,520)	-
TOTAL FUNDS	50,407	(52,039)	(1,632)

Comparatives for 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>

Comparative 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>

Notes to the Financial Statements - continued
for the year ended 31 March 2022

11. MOVEMENT IN FUNDS - continued

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

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/22 £
Unrestricted funds				
General fund	29,032	25,161	(6,000)	48,193
Designated Reserves	25,500	-	-	25,500
Designated School Projects	-	-	6,000	6,000
	<u>54,532</u>	<u>25,161</u>	<u>-</u>	<u>79,693</u>
TOTAL FUNDS	<u>54,532</u>	<u>25,161</u>	<u>-</u>	<u>79,693</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	72,296	(47,135)	25,161
Restricted funds			
Local Authorities	19,305	(19,305)	-
Path Partnership	9,375	(9,375)	-
The National Lottery Community Fund	<u>17,840</u>	<u>(17,840)</u>	<u>-</u>
	<u>46,520</u>	<u>(46,520)</u>	<u>-</u>
TOTAL FUNDS	<u>118,816</u>	<u>(93,655)</u>	<u>25,161</u>

Transfers between funds

The Trustees have designated funds of £6,000 to be used for a new project of peer mediation training in Primary schools.

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

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.

West Kent Mediation**Detailed Statement of Financial Activities
for the year ended 31 March 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	360	48
Investment income		
Deposit account interest	58	221
Charitable activities		
Grants	<u>49,989</u>	<u>68,140</u>
Total incoming resources	50,407	68,409
EXPENDITURE		
Charitable activities		
Wages	35,600	31,116
Pensions	683	1,140
Premises Costs	3,559	3,527
Insurance	1,828	1,753
Telephone	204	159
Stationery and Computer consumables	2,583	770
Sundries	48	66
Staff Expenses	328	180
Volunteer Expenses	260	257
Mediation Fees	1,196	-
Advertising and Presentations	980	439
Staff Training	79	-
Subscriptions	250	435
Volunteer Training	<u>2,532</u>	<u>-</u>
	50,130	39,842
Support costs		
Management		
Sundries	271	193
Payroll processing costs	338	331
Independent examination	<u>1,300</u>	<u>1,250</u>
	<u>1,909</u>	<u>1,774</u>
Total resources expended	<u>52,039</u>	<u>41,616</u>
Net (expenditure)/income	<u>(1,632)</u>	<u>26,793</u>

This page does not form part of the statutory financial statements