

West Kent Mediation

Report and Accounts
31 March 2023



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**Chairman's Report
for the year ended 31 March 2023**

We have been able to return to a more normal working routine since Covid restrictions were eased. We still have the occasional Zoom meeting and continue to do initial assessments by telephone, but we have resumed face-to-face joint meetings in neutral venues to complete the mediation process.

At the year-end, we were sorry to see three Trustees leave the Board, the Chairman, Rosemary Morgan, as well as Pam Robertson and Sally Constantine. Rosemary was an outstanding Chairman for several years, Pam served for the same period, both making much valued contributions. Sally had been an early years Trustee and after some time away returned to contribute enormously to our governance.

All three will be missed from the Board but we have been lucky enough to recently recruit Marica Tearle to lend experience and knowledge while Richard Seymour, a retired KC, has completed his first year and has brought his wide experience and a different perspective to help us on our way. We would like to recruit another Trustee and we are looking for someone who could bring a different perspective to what we do.

As mentioned in Rosemary's report last year, Gill Brewster finally retired after many years. Her work for us was nothing less than fantastic. We are sure that we have replaced her as Operations Manager with another great talent in Claire Jarvis.

We continue to receive invaluable support from Sevenoaks and Tonbridge and Malling Councils, but it was with great disappointment that we learned that Tunbridge Wells Borough Council was withdrawing all financial support from 2023, a problem we share with other local voluntary organisations.

A lot of our funding in previous years came from organisations like the National Lottery Community Fund and various charitable trusts. All credit to Amanda and Gill but, unfortunately, we are showing a loss of £11,480.

Over the years, we have built up reserves and, if we do not receive significant additional funding, these reserves will enable us to continue the service for the next two years. Long serving CEO, Amanda Bell, and new kid on the block Claire, will continue to explore every fundraising possibility. If anyone reading this feels they may have a funding lead, we would be grateful if they would contact the office.

Finally, as always, great appreciation is directed at our amazing team of volunteer mediators who have excelled as always throughout the last 27 years. Our Trustees remain committed to maintaining our important presence in the community.

Keith Turner

Keith Turner
Chairman

**Report of the Trustees
for the year ended 31 March 2023**

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 2023. 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 2023 the Charity received total incoming resources of £46,263 and expended £57,743 in total, resulting in net expenditure of £11,480 (2022 net expenditure - £1,632). The Charity's cumulative reserves to be carried forward at 31 March 2023 thus amounted to £68,213 (2022 £79,693).

Reserves policy

The Board of Trustees have established a policy whereby the unrestricted free reserves held by the Charity 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 £42,713 at 31 March 2023, 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. 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.

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.

**Report of the Trustees
for the year ended 31 March 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT

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 (resigned 31/3/2023)
Mrs R A Morgan	Retired (resigned 6/10/2022)
Mrs P J Robertson	Retired (resigned 31/3/2023)
Mr K W Turner	Retired
Mrs R A Clibbens	Retired
Mr R Seymour	Retired Judge (appointed 18/5/2022)
M Tearle	(appointed 6/2/2023)

Company Secretary

Ms C A Jarvis

Independent Examiner

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

Bankers

Lloyds TSB
High Street
Sevenoaks
Kent
TN13

**Report of the Trustees
for the year ended 31 March 2023**

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 4 September 2023 and signed on its behalf by:

Rebecca Clibbens

Mrs R A Clibbens - 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 2023.

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 ACA
The Institute of Chartered Accountants in England and Wales

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

Date: 13 September 2023

West Kent Mediation

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 31 March 2023**

		Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
	Notes				
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	53	-	53	360
Charitable activities	4				
Mediation		32,180	13,910	46,090	49,989
Investment income	3	<u>120</u>	<u>-</u>	<u>120</u>	<u>58</u>
Total		<u>32,353</u>	<u>13,910</u>	<u>46,263</u>	<u>50,407</u>
EXPENDITURE ON					
Charitable activities	5				
Mediation		<u>43,833</u>	<u>13,910</u>	<u>57,743</u>	<u>52,039</u>
NET INCOME/(EXPENDITURE)		(11,480)	-	(11,480)	(1,632)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>79,693</u>	<u>-</u>	<u>79,693</u>	<u>81,325</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>68,213</u></u>	<u><u>-</u></u>	<u><u>68,213</u></u>	<u><u>79,693</u></u>

The notes form part of these financial statements

Statement of Financial Position
31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
CURRENT ASSETS					
Cash at bank		81,767	-	81,767	94,495
CREDITORS					
Amounts falling due within one year	11	(13,554)	-	(13,554)	(14,802)
NET CURRENT ASSETS		<u>68,213</u>	<u>-</u>	<u>68,213</u>	<u>79,693</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>68,213</u>	<u>-</u>	<u>68,213</u>	<u>79,693</u>
NET ASSETS		<u>68,213</u>	<u>-</u>	<u>68,213</u>	<u>79,693</u>
FUNDS	12				
Unrestricted funds				<u>68,213</u>	<u>79,693</u>
TOTAL FUNDS				<u>68,213</u>	<u>79,693</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 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 4 September 2023 and were signed on its behalf by:

Rebecca Clibbens

Mrs R A Clibbens - 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. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	<u>53</u>	<u>360</u>

3. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	<u>120</u>	<u>58</u>

4. INCOME FROM CHARITABLE ACTIVITIES

		2023	2022
	Activity	£	£
Mediation Fees	Mediation	860	-
Grants	Mediation	45,230	49,989
		<u>46,090</u>	<u>49,989</u>

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

	2023	2022
	£	£
Sevenoaks District Council	5,000	5,000
Tunbridge Wells Borough	5,500	2,500
Tonbridge & Malling Borough Council	3,410	2,145
Town & Country Housing	5,100	5,100
West Kent Housing	5,075	5,125
Kent Police	-	500
Citizens Advice	-	1,875
Tesco	666	-
Clarion Housing Group	5,100	5,100
Colyer Fergusson	1,000	2,000
Early Help	425	2,125
National Lottery	9,653	17,048
Linda Hogan Charitable Trust	-	402
Tory Family	1,050	200
Sir Thomas Sythe's Charity	1,000	-
Town and Parish Councils	2,251	869
	<u>45,230</u>	<u>49,989</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6)	Support costs (see note 7)	Totals
	£	£	£
Mediation	<u>56,033</u>	<u>1,710</u>	<u>57,743</u>

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2023	2022
	£	£
Staff costs	41,236	36,283
Premises Costs	4,625	3,559
Insurance	985	1,828
Telephone	-	204
Stationery and Computer consumables	2,172	2,583
Sundries	-	48
Staff Expenses	156	328
Volunteer Expenses and Training	672	260
Mediation Fees	3,012	1,196
Advertising and Presentations	2,600	980
Staff Training	325	79
Subscriptions	250	250
Volunteer Training	-	2,532
	<u>56,033</u>	<u>50,130</u>

7. SUPPORT COSTS

	Management £
Mediation	<u><u>1,710</u></u>

Support costs, included in the above, are as follows:

	2023	2022
	Mediation	Total
	£	activities
	£	£
Sundries	14	271
Payroll processing costs	346	338
Independent examination	<u>1,350</u>	<u>1,300</u>
	<u><u>1,710</u></u>	<u><u>1,909</u></u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

9. STAFF COSTS

	2023	2022
	£	£
Wages and salaries	38,932	35,600
Other pension costs	<u>2,304</u>	<u>683</u>
	<u><u>41,236</u></u>	<u><u>36,283</u></u>

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

	2023	2022
	<u>2</u>	<u>2</u>
Organisational Roles		

The value of volunteers' time is not included within these accounts

10. 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 2022. As of this date the estimated employer debt for the company was £2,046 which has been provided for by the company (2022 - £2,698).

Notes to the Financial Statements - continued
for the year ended 31 March 2023

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Accruals and deferred income	10,158	10,804
Accrued expenses	<u>3,396</u>	<u>3,998</u>
	<u>13,554</u>	<u>14,802</u>

12. MOVEMENT IN FUNDS

	At 1/4/22 £	Net movement in funds £	Transfers between funds £	At 31/3/23 £
Unrestricted funds				
General fund	48,193	(11,480)	6,000	42,713
Designated Reserves	25,500	-	-	25,500
Designated School Projects	<u>6,000</u>	<u>-</u>	<u>(6,000)</u>	<u>-</u>
	<u>79,693</u>	<u>(11,480)</u>	<u>-</u>	<u>68,213</u>
TOTAL FUNDS	<u>79,693</u>	<u>(11,480)</u>	<u>-</u>	<u>68,213</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	32,353	(43,833)	(11,480)
Restricted funds			
Local Authorities funding	13,910	(13,910)	-
	<u>46,263</u>	<u>(57,743)</u>	<u>(11,480)</u>
TOTAL FUNDS	<u>46,263</u>	<u>(57,743)</u>	<u>(11,480)</u>

Comparatives for 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>

12. 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	38,887	(40,519)	(1,632)
Restricted funds			
Local Authorities funding	9,645	(9,645)	-
Path Partnership	<u>1,875</u>	<u>(1,875)</u>	<u>-</u>
	<u>11,520</u>	<u>(11,520)</u>	<u>-</u>
TOTAL FUNDS	<u>50,407</u>	<u>(52,039)</u>	<u>(1,632)</u>

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

14. 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 2023 was 32.