

Registered Company Number: 04830437
Registered Charity Number: 1100637

WEST KENT MEDIATION
(A Company Limited by Guarantee)

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

WEST KENT MEDIATION

REFERENCE AND ADMINISTRATIVE INFORMATION

Trustees

The Trustees during the year ended 31 March 2025 were as follows:

Mr K W Turner
Mrs R A Clibbens
His Honour R Seymour K.C.
Mrs M Tearle
Mr P Hart

Company Secretary

Ms C A Jarvis

Principal Address

Sevenoaks Indoor Bowls Centre
Hollybush Lane
Sevenoaks
Kent TN13 3UX

Independent Examiner

Bells Accountants
10a High Street
Chislehurst
Kent, BR7 5AN

Charity Number

1100637

Registered Company Number

04830437 (England and Wales)

WEST KENT MEDIATION

CHAIRMAN'S REPORT

Next year will see the 30th anniversary of the creation of West Kent Mediation and it is satisfying that after so many years of service to the community in West Kent the organisation is still providing a facility which is appreciated by those who use it. For many years the opportunity to resolve disputes between neighbours by mediation has been beneficial. However, more recently self-referral of disputes by those immediately involved has been a feature of what we are asked to do. Around a third of all our cases now come to us from self-referral. Another source of opportunity in the past year has been mediating disputes within the workplace, which has also generated income. Overall, though, the number of cases which we worked with in the year ending 31 March 2025 was fewer than in the previous year.

The provision of our services depends upon us having volunteers to conduct mediations. We much appreciate all the efforts made by our volunteers whose contribution is extremely generous. We have sufficient volunteers to continue our service at the current level, but would welcome more so as to be able to expand the number of cases which we undertake.

We are very grateful to Amanda and Claire for all that they do to enable West Kent Mediation to function. Without their diligent efforts, especially in seeking sources of finance and reductions in running costs, West Kent Mediation would be unable to continue. An important aspect of our work is peer mediation training of Year 5 and Year 6 pupils undertaken by Dorothy Walkington, our Schools Co-ordinator. Dorothy is committed to the task of making pupils aware of the benefits of mediation and to teaching pupils to become peer mediators. Unfortunately, however, it is necessary for West Kent Mediation to charge schools for this service and the difficulties of management of school finances has meant that the number of schools which chose to engage in peer mediation reduced during the year.

Unfortunately the arrangement made last year with Restorative Solutions to provide some of the services which Restorative Solutions agreed with the Office of the Kent Police and Crime Commissioner has not so far proved very satisfactory. There have been very few cases referred to us by Restorative Solutions and consequently little income has been generated through this arrangement.

Fund raising remains a focus of determined activity. We much appreciate the grants made to us by Borough, District, Town and Parish Councils. We are also the beneficiary of Service Level Agreements with housing associations, Clarion Housing Association Ltd., Town and Country Housing Group and West Kent Housing Association. In addition, we benefited during the year from grants from the National Lottery Community Fund, Kent Community Foundation, the Henry Smith Charity and The Skinners' Company. Without this support West Kent Mediation would be unable to continue. The cost of running the organisation exceeded its income last year, as it has in all recent years, but last year the amount of the excess of expenses over income was substantially reduced. Nonetheless West Kent Mediation survives currently by drawing on its reserves which is clearly not sustainable in the longer term.

His Honour Richard Seymour K.C.
Chairman

WEST KENT MEDIATION

REPORT OF THE TRUSTEES

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 2025. 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 aims

West Kent Mediation (WKM) provides a free, impartial and confidential community mediation service to all residents of Sevenoaks District Council, Tonbridge and 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. This year, we have received 43 referrals, this includes community, family and workplace mediation. Our peer mediation schools service has again been extremely successful. We have trained over 270 year 5 and year 6 pupils 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 Charities Commission.

FINANCIAL REVIEW

Financial position

In the year ended 31 March 2025 the Charity received total incoming resources of £52,080 and expended £55,125 in total resulting in net expenditure of £3,045 (2024 net expenditure £18,134). The Charity's cumulative reserves to be carried forward at 31 March 2025 thus amounted to £47,034 (2024 £50,079).

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 £47,034 at 31 March 2025, 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, and workplace mediation. We continue to work in close partnership with other community mediation services within Kent, as well as other voluntary and statutory organisations within our area. We put a considerable amount of time and effort into fundraising to sustain this important service.

WEST KENT MEDIATION

REPORT OF THE TRUSTEES cont'd

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 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 re-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 the 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 or 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 through the local authorities of Sevenoaks, Tonbridge and 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 extremely grateful for the continued support of all our funders.

Risk management

The Board of Trustee Directors has examined three 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 the current controls can be monitored and improvement introduced as and when necessary.

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

The Trustees' report was approved by the Board of Trustees.



Mrs R A Clibbens - Trustee
16 June 2025

WEST KENT MEDIATION

Independent Examiner's Report to the Trustees of West Kent Mediation

I report on the accounts for the year ended 31 March 2025, which are set out on pages 6 to 12.

Respective responsibilities of the Trustees and examiner

As the charity's Trustees (and also the 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.

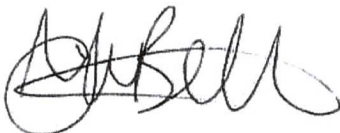
Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("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 material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.



Bells Accountants
10a High Street
Chislehurst
Kent
BR7 5AN

16 June 2025

WEST KENT MEDIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted Funds	Restricted Funds	Total Funds 2025	Total Funds 2024
		£	£	£	£
Incoming resources					
Income and endowments from					
Donations and legacies	2	-		-	19
Incoming resources from charitable activities					
Mediation	4	44,423	3,750	48,173	34,472
Investment income	3	3,907		3,907	1,031
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total incoming resources		48,330	3,750	52,080	35,522
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Resources expended					
Charitable activities					
Mediation	5	<u>51,375</u>	<u>3,750</u>	<u>55,125</u>	<u>53,656</u>
Total resources expended		<u>51,375</u>	<u>3,750</u>	<u>55,125</u>	<u>53,656</u>
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Net outgoing resources		<u>(3,045)</u>	<u>-</u>	<u>(3,045)</u>	<u>(18,134)</u>
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total funds brought forward				50,079	68,213
				<u> </u>	<u> </u>
Total funds carried forward				<u>47,034</u>	<u>50,079</u>

WEST KENT MEDIATION

BALANCE SHEET AS AT 31 MARCH 2025

	Unrestricted Funds	Restricted Funds	Total Funds 2025 £	Total Funds 2024 £
	£	£	£	£
Current assets				
Cash at bank and in hand	67,017	-	67,017	59,120
	<u>67,017</u>	<u>-</u>	<u>67,017</u>	<u>59,120</u>
Creditors				
Amounts falling due within one year 11	(19,983)	-	(19,983)	(9,041)
	<u>(19,983)</u>	<u>-</u>	<u>(19,983)</u>	<u>(9,041)</u>
Net current assets	<u>47,034</u>	<u>-</u>	<u>47,034</u>	<u>50,079</u>
Total assets less current liabilities	<u>47,034</u>	<u>-</u>	<u>47,034</u>	<u>50,079</u>
Net assets	<u>47,034</u>	<u>-</u>	<u>47,034</u>	<u>50,079</u>
Funds				
Unrestricted funds			<u>47,034</u>	<u>50,079</u>
Total funds			<u>47,034</u>	<u>50,079</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 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 special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015)

These financial statements were approved by the Board of Trustees on 16 June 2025 and were signed on its behalf by:

Mrs R A Clibbens – Trustee

WEST KENT MEDIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

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 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 of 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	2025	2024
		£	£
	Donations	-	19
		-	19
3	Investment income	2025	2024
		£	£
	Deposit account interest	3,907	1,031

WEST KENT MEDIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

4	Income from Charitable activities		2025	2024
			£	£
	Activity			
	Mediation fees	Mediation	1,910	1,150
	Grants	Mediation	46,263	33,322
			48,173	34,472
	Grants received, included in the above are as follows:			
	Sevenoaks District Council		3,750	5,000
	Funding provided through The Police and Crime Commissioner's			
	Crime Reduction Grant to Tunbridge Wells Borough Council		2,000	2,000
	Tonbridge and Malling Borough Council		2,750	3,640
	Funding provided through the Police and Crime Commissioner's			
	Grant to Tonbridge and Malling Borough Council		1,000	-
	Town and Country Housing		7,140	2,635
	West Kent Housing		5,355	4,959
	Tesco		-	583
	Clarion Housing Group		3,570	7,055
	Kent Community Foundation		5,125	1,250
	Groundwork		-	1,000
	Skinners		1,000	1,000
	National Lottery		9,148	-
	Henry Smith Foundation		1,250	-
	Town and Parish Councils		4,175	4,200
			46,263	33,322
5	Charitable activities costs	Direct costs	Support costs	2024
		See note 6	See note 7	
		£	£	£
	Mediation	53,861	1,264	53,656
6	Direct Costs of Charitable activities		2025	2024
			£	£
	Staff costs		43,609	40,651
	Premises costs		3,829	3,849
	Insurance		1,330	1,266
	Stationery and computer consumables		425	1,997
	Staff expenses		45	95
	Volunteer expenses and training		1,160	86
	Mediation fees		924	1,575
	Advertising and presentations		2,510	2,400
	Travel		29	-
	Subscriptions		-	419
			53,861	52,338

WEST KENT MEDIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

7	Support costs	2025	2024
		£	£
	Mediation	1,264	1,318
		<u> </u>	<u> </u>
	Support costs included in the above are as follows:		
	Sundries	34	94
	Payroll processing costs	330	324
	Independent examination	900	900
		<u> </u>	<u> </u>
		1,264	1,318
		<u> </u>	<u> </u>

8 Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024. There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

9	Staff costs	2025	2024
		£	£
	Wages and salaries	38,430	36,176
	Other pension costs	5,179	4,475
		<u> </u>	<u> </u>
		43,609	40,651
		<u> </u>	<u> </u>

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

All staff	2	2
	<u> </u>	<u> </u>

No employees received emoluments in excess of £60,000

The value of volunteer's 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 (2024 £2,046).

WEST KENT MEDIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

11	Creditors: Amounts falling due within one year	2025 £	2024 £
	Accruals and deferred income	17,937	6,995
	Accrued expenses	2,046	2,046
		<u>19,983</u>	<u>9,041</u>

12	Movement in funds	At 1/4/24	Net mvmt in funds	T/f btwn funds	At 31/3/25
	Unrestricted funds				
	General fund	24,579	(3,045)	-	21,534
	Designated reserves	25,500	-	-	25,500
		<u>50,079</u>	<u>(3,045)</u>	<u>-</u>	<u>47,034</u>
	Total funds	<u>50,079</u>	<u>(3,045)</u>	<u>-</u>	<u>47,034</u>

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

	Incoming resources	Resources expended	Movement in funds
Unrestricted funds			
General fund	48,330	(51,375)	(3,045)
Restricted funds			
Local authorities funding	3,750	(3,750)	-
	<u>52,080</u>	<u>(55,125)</u>	<u>(3,045)</u>
Total funds	<u>52,080</u>	<u>(55,125)</u>	<u>(3,045)</u>

Comparatives for movement in funds

	At 1/4/23	Net mvmt in funds	T/f btwn funds	At 31/3/24
Unrestricted funds				
General fund	42,713	(18,134)	-	24,579
Designated reserves	25,500			25,500
	<u>68,213</u>	<u>(18,134)</u>	<u>-</u>	<u>50,079</u>
Total funds	<u>68,213</u>	<u>(18,134)</u>	<u>-</u>	<u>50,079</u>

WEST KENT MEDIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

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

	Incoming resources	Resources expended	Movement in funds
Unrestricted funds			
General fund	30,522	(48,656)	(18,134)
Restricted funds			
Local authorities funding	5,000	(5,000)	-
Total funds	35,522	(53,656)	(18,134)

13 Related party disclosures

There were no related party transactions for the year ended 31 March 2025.

14 Limitation of liability

The Charity is a company limited by liability 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 guarantees on 31 March 2025 was 32.