



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01/04/2024** Period start date to **31/03/2025** Period end date

Charity name: **LAMBETH MEDIATION SERVICE**

Charity registration number: **1120238**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To promote for the public benefit, predominantly but not exclusively in the London Borough of Lambeth and with a view to preservation of public order, the provision of services directed towards mediation and reconciliation, between persons, organisations and groups who are involved in dispute or inter-personal conflict where that dispute or conflict results from or may lead to acts of nuisance, vandalism, racial abuse, or breach of peace, and to provide such services.</p> <p>To advance the education of the public, especially in the London Borough of Lambeth in skills related to mediation, restorative justice, and conflict resolution with a view to create better, healthier and more peaceful communities</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Mediation, conflict resolution, training, and restorative justice.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	This is to confirm the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The policy of the Charity continues to be to seek additional finance and support to maintain the organisation and its work sustainably in relation to mediation and conflict resolution services.
Policy on social investment including program related investment	Para 1.38	<b>N/A</b>
Contribution made by volunteers	Para 1.38	<p>The contribution made by our volunteers is invaluable.</p> <p>Volunteers are vital to the service and enable the Charity to deliver mediation and conflict resolution services in the community by acting as mediators and facilitators.</p>
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Charity remains a leading organisation for dispute resolution in the borough of Lambeth, providing vital support to the community.</p> <p>We assist a wide range of beneficiaries, including Local Authority tenants, leaseholders, businesses, and Housing Associations. Each benefits from the expertise of our trained mediators and the dedicated administrative support that underpins our services.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Management reviewed and updated internal policies to strengthen governance and compliance.</p> <p>Trustees and Management developed a clear fundraising strategy and Chair engaged</p>
-------------------------------------	-----------	---

		<p>external fundraising expertise to support sustainability which was an excellent return on investment</p> <p>Chair enhanced visibility through active social media presence (Instagram) and directed and assisted in the administration &amp; participation in community outreach events, including the renowned Lambeth Country Show in January 2025.</p> <p>LMS Successfully trained a new cohort of volunteer mediators in 2024, expanding our capacity to deliver mediation services.</p> <p>Chair Updated our website with key information plus a new donation page.</p> <p>Chair Attended the Civil Mediation Council Bi Annual Awards Ceremony which gave us an insight into the various Mediation individuals and organisations influencing the Mediation space</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>Our primary source of funding continues to be the London Borough of Lambeth. In addition, the organisation has secured several new service-level agreements with housing associations, though these have generally been short-term arrangements for specific cases rather than ongoing contracts.</p> <p>To strengthen financial resilience, we have developed plans to diversify our income streams and reduce reliance on a single funding source.</p>
Investment performance against objectives	Para 1.41	<b>N/A</b>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity remains in a stable financial position, with sufficient reserves to meet its obligations and support planned activities for the coming year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Any reserves held at the end of the financial year are kept in a Fixed deposit account
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>n/a</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity is funded principally by Lambeth Housing which is a long-standing contract that has existed for resolving neighbourly disputes. In addition, it receives ad-hoc funding from other housing associations.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	There is increasing competition in the sector with it becoming increasingly professionalised and more mediators becoming qualified. Therefore, there is a need to ensure all mediators maintain their CPD and training on an ongoing basis to ensure the latest practice is adopted and reflected back into practice.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The charity is governed by its articles of association
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The charity was incorporated as a charitable company on 13 February 2006 and registered with the Charity Commission on 25 July 2007.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Lambeth Mediation Service is governed by a Board of Trustees responsible for setting the charity's strategic direction, policies, and overall performance. The Board currently comprises four members with diverse professional backgrounds and complementary skills, who meet regularly to support the management and development of the organisation.</p> <p>Trustee appointments are governed by the charity's Trust Deed. The Board has the authority to appoint new trustees to fill vacancies, including those arising from resignation or death. Trustees are typically drawn from the organisation's existing membership, partner organisations, or through open recruitment.</p> <p>Details of vacancies and the application process are circulated as needed, with appointments confirmed during the year and formally reviewed at the Annual General Meeting.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	All new trustees receive a comprehensive induction led by the Chair, which includes an information pack containing the organisation's Constitution, Business Plan, the previous year's Annual Report, and the Charity Commission's guidance leaflet "The Essential Trustee: What You Need to Know." Following induction, the organisation remains committed to supporting trustees through ongoing training and development to ensure they are equipped to fulfil their governance responsibilities effectively.
The charity's organisational structure and any wider network with which the	Para 1.51	Given its size, the charity operates with a relatively flat organisational structure. However, there is a clear distinction between strategic and operational responsibilities, ensuring transparent decision-making and

charity works		strong governance.
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	LAMBETH MEDIATION SERVICE
Other name the charity uses	LMS
Registered charity number	1120238
Charity's principal address	St. Lukes Centre 25A Wincott Street LONDON SE11 4NT

Names of the charity trustees who manage the charity				
	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Simone Bowman	Chairperson		
2	Pauline Sowemimo	Treasurer		
3	Jon-Jon Phillip HILTON		01/04/2024 – 12/12/2024	
4	Patrick Carlisle SAYER		01/04/2024 – 16/09/2024	
5				
6				
7				
8				
9				
10				

11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and	

segregation of such assets from the charity's own assets	
--	--

#### Additional information (optional)

Names and addresses of advisers (Optional information)		
Type of adviser	Name	Address
Name of chief executive or names of senior staff members (Optional information)		

#### Exemptions from disclosure


Reason for non-disclosure of key personnel details

--

#### Other optional information

--

#### Declarations

The trustees declare that they have approved the trustees' report above.		
Signed on behalf of the charity's trustees		
Signature(s)		
Full name(s)	Simone Bowman	
Position (eg Secretary, Chair, etc)	Chair	
Date	01.12.2025	





# Financial Statements

LAMBETH MEDIATION SERVICE

For the year ended 31 March 2025

# Contents

- 3 Charity's Information
- 4 Receipts and Payments
- 5 Statement of assets and liabilities
- 6 Notes To The Financial Statements

# Charity's Information

## LAMBETH MEDIATION SERVICE

For the year ended 31 March 2025

- **Registered Charity Number:** 1120238
- **Registered Office**  
St Lukes Centre  
25A Wincott Street  
LONDON  
SE11 4NT

# Receipts and Payments

## LAMBETH MEDIATION SERVICE

For the year ended 31 March 2025

	UNRESTRICTED FUNDS	UNASSIGNED	TOTAL
<b>Receipts</b>			
Community, Family and Workplace Mediation	40,546	-	40,546
Other Revenue , Volunteer subs	80	-	80
Interest Income	7,547	-	7,547
<b>Total Receipts</b>	<b>48,173</b>	<b>-</b>	<b>48,173</b>
<b>Payments</b>			
Advertising & Marketing	102	-	102
Audit & Accountancy Fees	484	-	484
Bank Fees	84	-	84
Bookkeeping & Payroll	464	-	464
Consulting & Professional fees	3,930	-	3,930
General Expenses	58	-	58
Insurance	333	-	333
Interest Paid	2	-	2
Office Administration	6,758	-	6,758
Printing & Stationery	9	-	9
Rent	9,788	-	9,788
Salaries	12,818	-	12,818
Staff Cost - Recruitment & Other	145	-	145
Staff Training	318	-	318
Subscriptions	286	-	286
Telephone & Internet	2,297	-	2,297
Travel - National	84	-	84
<b>Total Payments</b>	<b>37,961</b>	<b>-</b>	<b>37,961</b>
<b>Net Receipts(Payments)</b>	<b>10,212</b>	<b>-</b>	<b>10,212</b>

# Statement of assets and liabilities

## LAMBETH MEDIATION SERVICE

As at 31 March 2025

	31 MAR 2025	31 MAR 2024
<b>Assets (liabilities)</b>		
<b>Assets and liabilities</b>		
<b>Current assets (liabilities)</b>		
<b>Current Assets</b>		
<b>Bank (Cash Funds)</b>		
LAMBETH MEDIATION SERVICE-MAIN	17,106	-
CAF - Lambeth Mediation -Deposit	18,648	18,212
CAF - Lambeth Mediation Curr A/C	754	6,180
Lambeth Mediation Service	1,988	1,042
Redwood Bank - Lambeth Mediation Service	95,017	87,935
<b>Total Bank (Cash Funds)</b>	<b>133,514</b>	<b>113,369</b>
<b>Debtors</b>		
Accounts Receivable	9,345	-
Other Debtors	-	26,910
<b>Total Debtors</b>	<b>9,345</b>	<b>26,910</b>
<b>Total Current Assets</b>	<b>142,859</b>	<b>140,279</b>
Creditors: amounts falling due within one year	86	(7,546)
<b>Total Current assets (liabilities)</b>	<b>142,945</b>	<b>132,733</b>
<b>Total Assets and liabilities</b>	<b>142,945</b>	<b>132,733</b>
<b>Accruals and deferred income</b>		
<b>Creditors</b>		
Opening Balance	-	-
<b>Total Creditors</b>	<b>-</b>	<b>-</b>
<b>Total Accruals and deferred income</b>	<b>-</b>	<b>-</b>
<b>Total Assets (liabilities)</b>	<b>142,945</b>	<b>132,733</b>
<b>Assets retained for the charity's own use</b>		
Reserves	142,945	132,733
<b>Total Assets retained for the charity's own use</b>	<b>142,945</b>	<b>132,733</b>

## Financial Summary

The Charity recorded a surplus for the year of £10,212 (2024: (£22,988))

- Incoming Resources – the total income for the twelve months under review was £48,173 (2024: £36,555)
- Expenditure – total expenditure in the year was £37,961 (2023: £59,967).
- The total cash funds carried forward on 31 March 2025 amounted to £133,514

The accounts were approved by the Trustees on [ **06/12/2025** ] at the AGM and signed on its behalf by: Pauline Sowemimo (Trustee)

# Notes To The Financial Statements

## LAMBETH MEDIATION SERVICE

For the year ended 31 March 2025

### 1. Accounting Policies and basis of preparation

In accordance with the Charities Act 2011 (section 133 applying to charities with gross annual income of less than £250,000) the charity trustees have elected to prepare accounts on a Receipts and Payments basis, and also prepare a statement of assets and liabilities

### 2. Debtors and Creditors

Debtors - O/S income from LB Lambeth as at 31/03/2025 was credited to the charities account 24 October 2025

### 3. Analysis of Fund Movements for the Year

Unrestricted Funds may be used by the Charity for any of its general purposes. The movements in these funds are shown in the Receipts and Payments Account.

### 4. Financial Summary

The Charity recorded a surplus for the year of £10,212 (2024: (£22,988)

- Incoming Resources – the total income for the twelve months under review was .£48,173 (2023: £36,555)
- Expenditure – total expenditure in the year was £37,961 (2023: £59,967).
- The total cash funds carried forward on 31 March 2025 amounted to £133,514.



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Lambeth Mediation Service

On accounts for the year  
ended

31<sup>st</sup> March 2025

Charity no  
(if any)

1120238

Set out on pages

4-6 of the Financial Statements

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended 31 / 03 / 2025.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation  
of the accounts in accordance with the requirements of the Charities Act  
2011 ("the Act").

Independent  
examiner's statement

I report in respect of my examination of the Trust's accounts carried out  
under section 145 of the 2011 Act and in carrying out my examination, I  
have followed the applicable Directions given by the Charity Commission  
under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have  
come to my attention (other than that disclosed below \*) in connection with  
the examination which gives me cause to believe that in, any material  
respect:

- accounting records were not kept in accordance with section 130 of  
the Act or
- the accounts do not accord with the accounting records

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

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

16/12/2025

Name:

Oluyemi Nunayon (FMAAT)

Relevant professional  
qualification(s) or body  
(if any):

AAT

Address:

9 Clive Avenue, Crayford, Dartford

Kent

DA1 3LD