



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 April 2022 To 31 March 2023

Charity name: Charity Mentors Kent and Medway

Charity registration number: 1193618

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The promotion of the voluntary sector in the county of Kent and the Medway Unitary Authority for the public benefit by the provision of high-quality pro-bono mentoring in leadership, strategic thinking and planning,
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	The main activity of the charity has been the provision of free one-to-one strategic mentoring to the leaders of charities and not for profit social enterprises in Kent and the Medway Unitary Authority. The charity aims to complete each mentoring project in, ideally, 6 months, the aim being to improve the performance of the mentored organisation so that its operations have more impact for the public it serves.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees confirm they have had regard to the guidance issued by the Charity Commission on public benefit when reviewing the objectives and operation of the charity

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 "The report must contain a summary of the main achievements of the charity. The report should identify the difference the charity's work has made to the circumstances of its beneficiaries and, if practicable, explain any wider benefits to society as a whole."	The charity has continued to provide mentoring support for local voluntary sector organisations across Kent and Medway. Our group of mentors are matched to appropriate mentees, who are typically charity leaders needing support and direction with strategic issues. Mentees usually tell us that they can feel isolated and unsure of what direction to take, and the mentoring we provide can give time to reflect on the next steps, and prioritise and focus on the most important issues. As a result, we help to create a more vibrant and resilient voluntary sector, enabling charities and other not for profit organisations to achieve more and help more beneficiaries. Our services are highly evaluated – of the feedback received from mentees over the last year, the overall satisfaction rating is a maximum 5 out of 5.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41 In particular, the report must review: • the significant charitable activities undertaken; • the achievements against objectives set; • the performance of material fundraising activities against the fundraising objectives set; • investment performance against the investment objectives set	The operational plan was reviewed by the Board and the following priorities agreed: 1. Ensure CMKM is fully compliant with the governance requirements of a CIO. Policies and procedures are kept under review by the Board on a regular basis. A governance review against the Charity Governance Code was undertaken in October 2022 and actions identified. A trustee skills audit was undertaken in January 2023. 2. Generate resources to ensure sustainability. A review of possible funding sources was undertaken and applications and approaches made. A case of support was written which is adapted as required. 3. Increase awareness of CMKM against key audiences. The aim was to increase visibility amongst the voluntary and charity sector across the county area in order to increase referrals for support. Funding was secured to improve the website and these changes are underway to provide a
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	where material financial investments are held; and • if material expenditure was incurred to raise income in the future, the report must explain the effect this expenditure has had, and is intended to have, on the net return from fundraising activities for both the reporting period and future periods.	refreshed look and updated images and content. A social media programme is planned. 4. Strengthen and support the community of mentors. Mentor availability has been a challenge this year and recruitment of new mentors has been prioritised. Two new mentors have been recruited during the year, and appropriate induction support provided. A quality framework is in place to ensure that all mentors follow robust policies and standards. Regular events have been held, enabling mentors to meet and discuss key issues on a quarterly basis. 5. Continue to work in partnership. The coordinator has regular meetings with sector colleagues. Networking and attendance at sector events has resulted in a greater awareness of the work of CMKM and opportunities to work with other infrastructure organisations.
Performance of fundraising activities against objectives set	Para 1.41	During the year, the charity achieved some success in securing grants from the Local Authority (Kent County Council) to enable the continuation of mentoring support. Additionally, private donations were received from individuals and Grant-Making Trusts. Due to the size and relative newness of the charity, we do not meet the criteria for many funding sources; however, now we are more well-established and have a longer track record, we will be able to apply for some funds previously unavailable to us.
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The closing balance at 31.3.23 was £9,096.22. The reserves policy of £3,000 (see below) leaves £6,036.22 of this sum available for the forthcoming year's budget.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trustees annually review the charity's Reserves policy. The policy seeks to ensure that the charity holds sufficient reserves to sustain its services and deliver on its strategic objectives, in the face of a number of risks and uncertainties. The Trustees have considered and agreed the following. Unrestricted reserves are held by the charity to: • Cover cash flow variations, caused by a delay in receiving income covering committed expenditure or a mismatch in the timing of receipts and payments • Guard against missed fundraising targets, where donors have yet to be identified, funding bids have been delayed or expected donors have unexpectedly declined applications. • Ensure sufficient free reserves to allow for an orderly winding down of the charity in the event that this was necessary, including discharge of any liabilities to staff, HMRC and other creditors In light of the risks the charity faces, the Trustees believe that an unrestricted reserve fund of no less than £3,000 should be held as at 31 March 2023.
Amount of reserves held	Para 1.22	£3,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
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	In selecting individuals for appointment as trustees, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO. A trustee skills audit has been completed. Every appointed trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees. Trustees at the formation Of the CIO (February 2021) were appointed on a staggered terms of 2, 3 and 4 years. All newly appointed trustees to serve for 3 years.

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	On appointment all trustees receive a welcome pack including a copy of the rules and constitution and other documents covering the principal policies and procedures. All trustees give their time freely without remuneration, sign a declaration of eligibility, and are required to disclose any relevant conflict of interest at the beginning of each trustee meeting.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity maintains close contact with other organisations in Kent involved in the delivery of support to the charitable sector, including the Kent Community Foundation, Stronger Kent Communities, Funding for All, and Social Enterprise Kent.

Reference and Administrative details

Charity name	Charity Mentors Kent and Medway
Other name the charity uses	-
Registered charity number	1193618
Charity's principal address	Mill House, Cage Lane, Smarden, Ashford TN27 8QE

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	Nicholas Marden	Chair		
3	Valerie Hale			
4	Melissa Murdoch		1 April 2022 – 16 January 2023	
5	Deborah Cartwright			
6	Stephen Elsdon			
7	Paul Barnard			
8	Tim Bull		16 January 2023 - 31 March 2023	

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)		
Position (eg Secretary, Chair, etc)		
Date		



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Charity Mentors Kent and Medway

No (if any)
1193618

CC16a

Receipts and payments accounts

For the period from	Period start date 01-Apr-22	To	Period end date 31-Mar-23
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	8,000	-	-	8,000	9,510
KCC Grant	3,000	-	-	3,000	2,000
Gift Aid	2,803	-	-	2,803	-
Other	-	-	-	-	50
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	13,803	-	-	13,803	11,560
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	13,803	-	-	13,803	11,560
A3 Payments					
Coordinator	9,227	-	-	9,227	6,100
Insurance	101	-	-	101	101
Website / office	708	-	-	708	-
Venue hire	30	-	-	30	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	10,066	-	-	10,066	6,201
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	10,066	-	-	10,066	6,201
Net of receipts/(payments)	3,737	-	-	3,737	5,359
A5 Transfers between funds					
A6 Cash funds last year end	5,359	-	-	5,359	-
Cash funds this year end	9,096	-	-	9,096	5,359

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Bank	9,096	-	-
		-	-	-
		-	-	-
	Total cash funds	9,096	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		0	-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	