



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 April 2023 To 31 March 2024

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 charity has continued to provide mentoring support for local voluntary sector organisations across Kent and Medway having completed 12 projects in this reporting period with all our Mentors fully engaged with ongoing projects. 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 valued – of the feedback received from mentees over the last year, the overall satisfaction rating is a maximum 5 out of 5. With the benefit of Infrastructure Support Funding from Kent County Council (KCC), over the course of the year the charity was able significantly to increase its administration resources and publicity outreach. This contributed to a more than doubling of the demand for our services as the year ended and the charity has increased the number of mentors to manage a growing waiting list of potential mentees. A new Coordinator took over the day to day running of the charity in November 2023, working increased hours, thanks to the KCC funding referred to above.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	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. Policies dealing with expenses and gifts were introduced. A new governance review against the Charity Governance Code is
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		under way. A trustee skills audit was undertaken in January 2023. 2. To identify sources of support to grow the income of CMKM, ensuring it is able to function operationally through corporate partnerships, trusts, grant-giving bodies and major donors. County Council Infrastructure Funding has ensured all operating costs will be covered until at least April 2025. The “Case for support” written in 2023 is being reviewed and a subcommittee of Trustees is working on a funding plan going forward from 2025. 3. To increase awareness of CMKM among key audiences. After improvements to the website in 2023 we also increased our output on social media. This has led to a number of new enquiries. However, working with partners to make presentations about the benefits charity mentoring can have to local charity groups has been the main driver of the sharp increase in demand for our services. We have also taken steps to engage with minority communities in Kent and Medway to ensure they are aware of the help we are able to provide. 4. To strengthen and support the community of mentors. Five new mentors have been recruited this year bringing the total to sixteen. 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. To continue to work in partnership. The coordinator has regular meetings with sector colleagues, particularly other beneficiaries of the Infrastructure Support Fund. This has resulted in closer and symbiotic relationships. Networking and attendance at sector events continues to lead to a greater awareness of the work of CMKM.
Performance of fundraising activities against objectives set	Para 1.41	Since the KCC Infrastructure Support Fund is meeting all the charity’s operating costs until April 2025, fundraising has not been a priority in the reporting year. However we are developing a fundraising plan for 2025 going forward. As the charity has now

		become well established, we should be able to apply for 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 on 31.03.2024 was £25,880.50. This included funding which was restricted to FY 24/25 - a sum of £13613.50. This amount will be shown in the financial statement for the coming year. It should also be noted that operating costs in the coming year are expected to be higher due to the need to service an increased pool of mentors and mentees and as such our reserves policy has been revised to £9,000 from 01 April 2024.
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 previously set an unrestricted reserve fund of no less than £3000 which was held as at 31 March 2024.
Amount of reserves held	Para 1.22	£3000
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	Para 1.23	

charity continuing as a going concern		
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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
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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		
2	Valerie Hale			
3	Deborah Cartwright	Treasurer		
4	Stephen Elsdon	Vice Chair		
5	Paul Barnard			
6	Tim Bull			

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>Nicholas Marden</i>	<i>Deb Cartwright</i>
Full name(s)	Nick Marden	Deborah Cartwright
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	20.09.2024	30.8.24



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Charity Mentors Kent and Medway

No (if any)
1193618

Receipts and payments accounts

CC16a

For the period
from

Period start date
01-Apr-23

To

Period end date
31-Mar-24

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	3,500	-	-	3,500	8,000
KCC Grant	13,614	-	-	13,614	3,000
Gift Aid	-	-	-	-	2,803
Other	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	17,114	-	-	17,114	13,803
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	17,114	-	-	17,114	13,803
A3 Payments					
Coordinator	13,455	-	-	13,455	9,227
Insurance	101	-	-	101	101
Website	309	-	-	309	708
Venue hire	20	-	-	20	30
Printing	58	-	-	58	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	13,943	-	-	13,943	10,066
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	13,943	-	-	13,943	10,066
Net of receipts/(payments)	3,171	-	-	3,171	3,737
A5 Transfers between funds					
A6 Cash funds last year end	9,096	-	-	9,096	5,359
Cash funds this year end	12,267	-	-	12,267	9,096

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	25,880	-	-
		-	-	-
		-	-	-
	Total cash funds	25,880	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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	
	#VALUE!	D Cartwright	30.4.24	