



## Annual Report 2020 - 2021

- Providing creative, reflective prayer spaces across Oxfordshire since 2010
- Encouraging faith and spiritual development in children and young people
- Equipping local churches to run prayer and reflection spaces in schools and at local community events
- Facilitating church relationships with their local schools

This has been a Covid-19 impacted year. We have had to review and adjust our offering to continue to meet our vision to see every child, young person and adult connect with God in their everyday lives.

**New classroom kits**

**New pray@home activities**

At least 7 classroom kits in 5 schools have been used and we know that more children, young people and adults have been using our online resources, both at home and within their classrooms.

*"I loved watching the glitter slowly floating down."*  
Ruby

*"I liked this experience because I got to think about other people."*  
Izzie

*"It made me feel peaceful."*  
Ginny

*"It slows my mind slowing me down meaning I was calmer."* Marc

**Charity Number: 1168891**

**[info@bespace.be](mailto:info@bespace.be)**  
**[www.bespace.be](http://www.bespace.be)**

## Trustees' Annual Report for the period 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021

Charity Name	BeSpace
Charity Number	1168891
Charity Address	St James Church Centre 13 Beauchamp Lane Oxford OX4 3LF
Names of Charity Trustees who manage the charity	Rev Dr Canon Geoff Bayliss (Chair of Trustees) Mr Ben Leach (Treasurer) Mr Patrick Gale Mrs Mary Krutz (from 4th December 2020) Mrs Kirsty Morgan (CEO) Rev Nina Oskarsdottir

### Structure, Governance and Management

BeSpace is constituted as a Charitable Incorporated Organisation (CIO) registered with the Charity Commission on 24<sup>th</sup> August 2016 under the charity Number 1168891. It is governed by a constitution which was adopted on the 24<sup>th</sup> August 2016.

The Charity Trustees are responsible for the general control and management of the charity. The Trustees meet, currently online, at least four times a year and are appointed by a resolution passed at a properly convened meeting of the Charity Trustees.

The CEO oversees the day to day running of the charity. There is a safeguarding policy in place and all trustees, staff and volunteer networkers are DBS checked by the charity. BeSpace is part of the Prayer Spaces in Schools network. There are a number of other policies in place, including Risk Management.

### Objectives and Activities

#### Summary of the objects of the charity set out in the governing document of BeSpace

The Object of the CIO is, for the public benefit, the advancement of the Christian faith through, in particular but not limited to, creating prayer spaces to engage with members of the community, developing education of the Christian faith in schools and in such other ways as the charity trustees may from time to time decide.

#### Summary of the main activities undertaken for the public benefit in relation to these objects

BeSpace came into existence as a registered charity on the 24<sup>th</sup> August 2016. In planning our activities, the charity has kept in mind the Charity Commissions guidance on public benefit. The Charity has sought to advance the Christian faith for the public benefit by running prayer spaces, engaging members of the community in prayer spaces and training Christians to provide these spaces. The prayer spaces benefited people by providing them sacred spaces, contributing to their spiritual development, and teaching them about the Christian faith. The following outlines in more detail how the objectives have been pursued throughout the reporting period.

## Achievements and Performance

### Summary of the main achievements of the charity during the year.

The Covid-19 pandemic has been a significant obstacle to our usual activities this year. We have been unable to facilitate creative prayer and reflection spaces in schools and at other community events and we have been unable to work with local churches to run these prayer spaces in schools. However, we have kept in mind our vision: *to see every child, young person and adult connect with God in their everyday lives* by developing '@home' prayer activities for use by children, young people and their families during the times of lockdown and 'classroom kits' for use by schools within their class or year group bubbles. We have also supported one private school in running a prayer space, by providing equipment for use by the school chaplain and have provided some local churches with equipment for use at church prayer spaces.

During November 2020, all the Trustees took place in a fundraising walk 'Trustees walk the Thames'. This successfully raised £6,245 for the charity. This has put the charity in a good financial position for the next academic year, in which we hope to increase our staffing as we return to running prayer spaces in schools again.

In summary, we have:

- Continued to provide prayer space equipment to churches and schools for use when possible
- Developed prayer @home activities for use by children, young people and their families during lockdown
- Developed and provided prayer activities in the form of classroom kits for use by schools within their class or year group bubbles.

### **The Impact of the activities of BeSpace:**

#### Prayer Spaces that have happened in Schools:

- 1 space took place in a Preparatory school using BeSpace equipment run by the school chaplain
- 5 schools made use of 7 classroom kits using BeSpace provided resources
- Several other schools also used the classroom kit prayer activities (all available on our website) using their own equipment
- Despite the impact of the pandemic, children and young people have continued to gain benefit from these classroom kits to their spiritual and moral education.

#### Prayer Spaces in other areas of the community:

- We have provided prayer @home activities via our website to support children, young people, and their families in prayer during the times of lockdown
- We have provided equipment to 3 local churches to support them in providing prayer activities for their local community

#### Awareness raising events

- Unfortunately, we were unable to speak at local events due to the onset of the coronavirus pandemic. Talks we had booked with Aston & Cuddesdon Deanery and Adderbury Church were cancelled. Other regular events we had attended in previous years were also cancelled.
- We were involved in an online Assembly created for a network of schools in the East Oxford area, to mark the year anniversary of the start of lockdown in March 2021, which included a time of prayer activity.

## Volunteers and Networkers

We have been very aware that this year we have not been able to be in contact with all our many volunteers and networkers from over 70 churches across the county. We have continued to keep in touch via our termly newsletters, online meetings and one-to-one chats.

### **The impact on people experiencing prayer spaces.**

We have missed being in the schools and having the opportunity to read and hear of the impact that the prayer spaces have had on the children, young people and staff in the schools. However, we have received some feedback on the impact of the classroom kits in schools:

- We all agreed we can look around us for signs of God talking to us. A rainbow was the sign we liked the most.
- We talked about knots or worries in our tummies. A few of the children were still anxious about COVID and we tied little knots in our string and helped each other to undo them, releasing our worries.
- The highlight for everyone was to spend time focusing on the stilling jars and enjoying the excellent quiet time, pure soul food!
- The children have really enjoyed the calm jars and we have been talking about forgiveness, using the sorry stones. We designed our own sorry stones, based on what we (or other people) might want to ask forgiveness for.
- We made zebras ... to show how unique they were, and we should celebrate differences.
- I've done a zebra, and this represents how I feel inside.
- We think you should be kind to yourself and others, like helping them.
- I enjoyed it because it calmed me down and made me think about my friends and family.
- I liked this experience because I got to think about other people, especially with the hard times at the moment.

*"I loved watching the glitter slowly floating down."*  
**Ruby**

*"I liked this experience because I got to think about other people."*  
**Izzie**

*"It made me feel peaceful."*  
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*"It slows my mind slowing me down meaning I was calmer."*  
**Marc**

### **Future plans**

We have reviewed our staffing model and have committed to employing 4 additional part-time networkers to work alongside the CEO. Our aim is that these regional networkers will make use of their local knowledge and contacts with the churches and schools to re-start and grow the number of prayer spaces in their area. These roles are due to start in September, when we hope to be able to return to schools to run prayer spaces in person, working alongside volunteers from local churches again.

We are still aware of the need to increase our fundraising efforts. We will continue to apply for grant funding alongside looking to increase individual and church giving across the whole of Oxfordshire. Following the success of the 2020 fundraising event, we are looking to be holding another large fundraising event in 2022.

We are also pleased to report that the new Bishop of Dorchester, Gavin Collins agreed to become our new patron in April 2021, following the retirement of Bishop Colin of Dorchester in November 2021.

## **Financial Review:**

### Brief Statement of the charity's policy on reserves

The charity had £71,192 in unrestricted funds at the end of the financial year. The main financial risk to the charity is loss of grants and gift funding. The Trustees do not deem it necessary to hold a specific minimum level of reserves. The Trustees are very mindful of the financial health of the charity and at each Trustee meeting review the current financial resources. The trustees complete an annual budget and regularly review its forecast income and expenditure (this includes scenario planning as appropriate).

### Details of any funds in deficit

The accounts for this reporting period show a healthy surplus. We do not anticipate that any funds will be in deficit going forward into the next financial year.

### Further financial review details

BeSpace is reliant on the grants and gifts it receives. Other grants and a fundraising event last year enable us to continue to employ a full-time project coordinator.

## **Declaration**

### Signatures

The trustees declare that they have approved the Trustees' report

### **Signed on behalf of the Charity's Trustees**

<b>Signature(s):</b>		
<b>Full Name(s):</b>	<b>Rev Canon Dr Geoffrey Brian Tudor Bayliss</b>	<b>Mrs Kirsten Sally Morgan</b>
<b>Position:</b>	<b>Chair of Trustees</b>	<b>CEO (and ex officio trustee)</b>
<b>Date:</b>	10 <sup>th</sup> May 2021	10 <sup>th</sup> May 2021

## **Independent Examiner's Report to the Trustees of BeSpace**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31<sup>st</sup> March 2021 which are set out on pages 7 to 13.

### **Responsibilities and basis of report**

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

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

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

**Emma Ravenhill**

**27 Barrs Avenue  
New Milton  
Hampshire  
BH25 5HL**

*03 June 2021*

**Statement of Financial Activities  
for the year ended 31st March 2021**

	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Total 2021 £</b>	<b>Unrestricted Funds £</b>	<b>Total 2020 £</b>
<b>Income</b>					
Income and endowments from:					
Donations and legacies	2	54,467	54,467	41,839	41,839
Government grants receivable	2	5,241	5,241	-	-
<b>Total income and endowments</b>		<b>59,708</b>	<b>59,708</b>	<b>41,839</b>	<b>41,839</b>
<b>Expenditure</b>					
Expenditure on:					
Charitable Activities	3a	3,344	3,344	4,512	4,512
Support Costs	3b	28,623	28,623	41,952	41,952
<b>Total expenditure</b>		<b>31,967</b>	<b>31,967</b>	<b>46,464</b>	<b>46,464</b>
<b>Net movement in funds</b>		<b>27,741</b>	<b>27,741</b>	<b>(4,625)</b>	<b>(4,625)</b>
<b>Reconciliation of funds</b>					
Balance brought forward at 31st March 2020					
		43,451	43,451	48,076	48,076
Net surplus / (deficit) for the year		27,741	27,741	(4,625)	(4,625)
Transfers between funds	8	-	-	-	-
<b>Balance carried forward at 31st March 2021</b>		<b>71,192</b>	<b>71,192</b>	<b>43,451</b>	<b>43,451</b>

# BeSpace

## Balance Sheet as at 31st March 2021

		2021		2020	
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	5		710		4,555
<b>Current assets</b>					
Debtors	6	623		590	
Cash at bank and in hand		69,882		39,542	
		<u>70,505</u>		<u>40,132</u>	
<b>Liabilities: amounts falling due within one year</b>	7	<u>(23)</u>		<u>(1,236)</u>	
<b>Net current assets</b>			70,482		38,896
<b>Net assets</b>			<u>71,192</u>		<u>43,451</u>
<b>Funds</b>					
Unrestricted funds	8		71,192		43,451
			<u>71,192</u>		<u>43,451</u>

Approved by the trustees and signed on their behalf by:

.....  
**Ben Leach - Treasurer**  
 10th May 2021

**Notes to the Accounts  
for the year ended 31st March 2021**

**1. Accounting Policies**

**1a. Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with 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 1A) (effective 1 October 2019).

The charity constitutes a public benefit entity as defined by FRS 102.

**1b. Income Recognition**

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Incoming resources are included gross.

No credit is taken for either general or gift aid donations until they are actually received. The amount credited to the income and expenditure account in respect of gift aid donations does however include the amount of income tax recoverable in respect of income actually received.

Grant income is recognised as receivable subject to fulfilment of any associated conditions. Where conditions have been met or are likely to be met, grant income is recognised in full.

**1c. Expenditure Recognition**

All expenditure is accounted for on an accruals basis, and has been classified under headings that aggregate all costs related to the category.

Charitable activity costs are those costs incurred directly in support of expenditure on the objects of the Charity.

Support costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

**1d. Pensions**

Contributions payable for the year are charged in the income and expenditure account. The charity contributes to a defined contribution scheme for its employees.

**1e. Irrecoverable VAT**

The Charity is not registered for VAT and hence is unable to recover VAT on expenditure incurred. All costs are therefore shown inclusive of the associated input VAT.

**1f. Fixed Assets**

Equipment which is deemed by the charity to have a useful life of more than one year is capitalised and included within fixed assets. Depreciation is provided on all equipment so as to write off the cost or valuation, less any estimated residual value, over the expected useful economic life on a straight line basis at 33% a year.

**Notes to the Accounts  
for the year ended 31st March 2021**

**1g. Fund Accounting***Unrestricted Funds*

These are funds which can be used in accordance with the charitable objects of the charity at the discretion of the Trustees.

**1h. Government Grants**

The charity received government grants in respect of the Coronavirus Job Retention Scheme. These grants are recognised using the accruals model and as such are recorded in the statement of financial activities in the period in which the charity is entitled to such grants as a result of having furloughed staff members.

**2. Income**

	<b>Unrestricted 2021 £</b>	<b>Total 2021 £</b>	<b>Unrestricted 2020 £</b>	<b>Total 2020 £</b>
Donations and legacies from:				
Individual giving	20,365	20,365	10,227	10,227
Gift Aid recoverable	3,662	3,662	1,672	1,672
Church and Organisation giving	4,220	4,220	5,840	5,840
Grants receivable	26,220	26,220	24,100	24,100
	<u>54,467</u>	<u>54,467</u>	<u>41,839</u>	<u>41,839</u>
Government grants receivable:				
Coronavirus job retention scheme	5,241	5,241	-	-

**3. Expenditure****3a. Expenditure on charitable activities**

	<b>Unrestricted 2021 £</b>	<b>Total 2021 £</b>	<b>Unrestricted 2020 £</b>	<b>Total 2020 £</b>
Costs of running prayer spaces	<u>3,344</u>	<u>3,344</u>	<u>4,512</u>	<u>4,512</u>

**Notes to the Accounts  
for the year ended 31st March 2021**

<b>3b. Support costs</b>		<b>Unrestricted 2021 £</b>	<b>Total 2021 £</b>	<b>Unrestricted 2020 £</b>	<b>Total 2020 £</b>
	<b>Note</b>				
Staff costs	4	24,828	24,828	37,079	37,079
Office costs		3,054	3,054	4,032	4,032
Governance costs:					
Consultancy and legal fees		741	741	841	841
		<u>28,623</u>	<u>28,623</u>	<u>41,952</u>	<u>41,952</u>

<b>4. Staff Costs</b>	<b>2021 £</b>	<b>2020 £</b>
Salaries included employer's national insurance	23,578	35,119
Pension contributions	1,146	1,512
Training and other staff costs	104	448
	<u>24,828</u>	<u>37,079</u>

One trustee was employed throughout the year. Another trustee was employed in the year prior to their appointment as a trustee.

Trustee expenses totalling £539 (2020: £1,843) were incurred and reimbursed in the year.

The trustees made donations totalling £13,688 (2020: £2,534) to the charity.

No employee received £60,000 or more in this or the preceding financial year.

	<b>2021</b>	<b>2020</b>
The average number of staff employed during the year was:	<u>3</u>	<u>2</u>

**Notes to the Accounts  
for the year ended 31st March 2021**

**5. Fixed assets**

	<b>Office Equipment £</b>	<b>Venue Equipment £</b>	<b>Total £</b>
<b>Cost</b>			
As at 1st April 2020	2,506	9,016	11,522
Additions in year	-	-	-
As at 31st March 2021	2,506	9,016	11,522
<b>Depreciation</b>			
As at 1st April 2020	1,031	5,936	6,967
Charge in year	836	3,009	3,845
As at 31st March 2021	1,867	8,945	10,812
<b>Net book value</b>			
As at 31st March 2021	639	71	710
As at 31st March 2020	1,475	3,080	4,555

**6. Debtors**

	<b>2021 £</b>	<b>2020 £</b>
Prepayments	623	590

**7. Creditors**

	<b>2021 £</b>	<b>2020 £</b>
Trade creditors	23	1,236

**Notes to the Accounts  
for the year ended 31st March 2021**

**8. Funds**

	<b>Balance at 1st April 2020 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers between funds £</b>	<b>Balance at 31st March 2021 £</b>
<i>Unrestricted</i>					
General unrestricted	43,451	59,708	(31,967)	-	71,192

	<b>Balance at 1st April 2019 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers between funds £</b>	<b>Balance at 31st March 2020 £</b>
<i>Unrestricted</i>					
General unrestricted	48,076	41,839	(46,464)	-	43,451