



## Annual Report 2021 - 2022

- 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 our second 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.**

**28 spaces**

**26 schools**

**23 schools with a  
Christian foundation**

**3 Community and  
state schools**

**Spaces were a mixture of in school, classroom activities and outside spaces. Here is some of the feedback from the students involved:**

*It helped me  
show my  
feelings to God*

*I feel calm and  
like I've been able  
to get in touch  
with God.*

*I learnt how  
special kindness  
and giving is*

*I liked the pipe  
cleaner one  
because it  
made me feel  
loved*

**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 2021 – 31<sup>st</sup> March 2022

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 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 continued to be a significant obstacle to planning our activities for the year. We have kept in mind the charity commission's guidance on public benefit at our trustee meetings. The focus of our activities remains to facilitate creative prayer and reflection spaces in schools and where we have capacity at other community events. We do this mainly through equipping local churches to run prayer spaces by modelling, leading prayer spaces and training churches. These prayer spaces help advance the Christian faith and support the element of a school's curriculum that teaches about spiritual development.

Despite the ongoing adverse impact of the Covid pandemic on our usual activities, we did start to see more schools being willing to host a BeSpace again. From April to July 2021, most of the prayer spaces taking place were run by the school, some using classroom kits and a number of simple outside spaces. A number of planned spaces were postponed due to outbreaks of Covid within the schools. From September 2021 to March 2022 we saw more spaces within some schools, but again spaces had to be postponed due to Covid outbreaks and volunteers had to be prepared to undergo testing, sharing of equipment was minimized and shared equipment was being cleaned in between class bubbles.

Many schools contacted still remained cautious and reluctant to invite outside visitors into schools. Churches also saw a decrease in the number of volunteers available due to the impact of the pandemic.

Despite the reduced number of spaces that happened this year, we still saw over 6000 students visiting prayer spaces in their schools or local churches and have had the opportunity to connect with God. We are still working towards our ultimate aim of seeing every school in Oxfordshire regularly having a BeSpace run by their local churches.

Due to the increase in the numbers of schools having spaces again after the minimal number of spaces last year, we reviewed our staffing model and decided to recruit for some part-time networkers to work alongside the CEO. Two new members of staff were recruited in September 2021, based in Bicester and Shrivenham.

We also supported a trainee LLM (Licensed Lay Minister) by offering her a placement as part of her training.

We have offered a Leaders training session, in recognition that there are new people in post since the onset of the pandemic and for some previous leaders it will have been a few years since they last led a BeSpace.

Finally we are fortunate that the Right Reverend Gavin Collins, Bishop of Dorchester, has agreed to be our Patron following the retirement of the Right Reverend Colin Fletcher, previous Bishop of Dorchester.

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

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

- 28 spaces took place in 26 schools
- From May to July 2021 there were 10 spaces, comprising a mixture of classroom activities/simple outside or in church spaces
- From September to December 2021 there were 11 spaces, mainly within schools involving volunteer lateral flow testing, minimizing shared equipment and cleaning shared equipment in between class bubbles
- From January to March 2022 there were 7 spaces needing more support from BeSpace staff due to the Covid break. 2 of these spaces were in schools outside of Oxfordshire (Berkshire) to model how we run a prayer space to encourage them to continue to run their own.

- We have reached over 6000 children between the ages of 4-18, which has enabled the Christian faith to be shared and helped young people grow in their understanding of the faith and what it means to be able to connect with God and have a relationship with him.
- Continued to benefit young people through contributing to their spiritual and moral education in prayer spaces.
- Provided 1 training sessions for 10 people interested in leading a BeSpace. As well as providing training to volunteers supporting local prayer spaces once they have been set up.
- Over 35 churches in the county have been involved in either leading a prayer space for a local school or supporting a prayer space by providing volunteers from their congregations to help in prayer spaces local to them.

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

- We have provided equipment to 3 local churches to support them in providing prayer activities for their local community
- We also provided equipment to a local church to support them in providing a prayer area as part of their holiday club.

#### Awareness raising events

- We have spoken at 2 churches which have generously made donations to us.

#### Volunteers and Networkers

We have been able to meet with more volunteers at the spaces that have happened during this year. We continue to keep in touch via our termly newsletters, online meetings and one-to-one chats.

## The impact on people experiencing prayer spaces.

The following are a sample of comments from young people who experienced a BeSpace during this time. These comments demonstrate how prayer spaces have advanced the Christian faith for the public benefit.

*My favret pray station was the pipe cleaners because we lagh a lot*

*I felt calm and collected and feel relieved instead of holding my worries*

*My favrate was the bubble machen beacaus I could pray for my Mum*

*That we got to say sorry and get rid of all our sins with the sand*

*It helped me show my feelings to God*

*I feel calm and like I've been able to get in touch with God.*

*I learnt how special kindness and giving is*

*I liked the pipe cleaner one because it made me feel loved*

## Future plans

Since the end of this financial year, we have seen an increase in the number of schools requesting a prayer and reflection space. The plan for next year is to support as many churches as we can to provide prayer spaces for their local schools and to build up confidence and provide training, guidance and modelling running a prayer space to support them.

We will continue to review our staffing model to enable us to support as many schools and churches as possible.

We continue to work on our fundraising strategies. At the moment, our bank account is healthy but we are aware that we will need to continue to maintain and further ahead increase individual and church giving as well as continuing to apply to grant making trusts.

We still plan to run another fundraising event, probably in 2023.

## Financial Review:

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

The charity had £83,705 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. These enable us to employ a full-time CEO and 2 part time networkers.

## 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>	<b>21/07/2022</b>	<b>21/07/2022</b>

## **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 2022 which are set out on pages 8 to 14.

### **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**

*25 July 2022*

**Statement of Financial Activities  
for the year ended 31st March 2022**

	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Total 2022 £</b>	<b>Unrestricted Funds £</b>	<b>Total 2021 £</b>
<b>Income</b>					
Income and endowments from:					
Donations and legacies	2	38,884	38,884	54,467	54,467
Government grants receivable	2	2,730	2,730	5,241	5,241
<b>Total income and endowments</b>		<b>41,614</b>	<b>41,614</b>	<b>59,708</b>	<b>59,708</b>
<b>Expenditure</b>					
Expenditure on:					
Charitable Activities	3a	795	795	3,344	3,344
Support Costs	3b	28,306	28,306	28,623	28,623
<b>Total expenditure</b>		<b>29,101</b>	<b>29,101</b>	<b>31,967</b>	<b>31,967</b>
<b>Net movement in funds</b>		<b>12,513</b>	<b>12,513</b>	<b>27,741</b>	<b>27,741</b>
<b>Reconciliation of funds</b>					
Balance brought forward at 31st March 2021		71,192	71,192	43,451	43,451
Net surplus / (deficit) for the year		12,513	12,513	27,741	27,741
Transfers between funds	9	-	-	-	-
<b>Balance carried forward at 31st March 2022</b>		<b>83,705</b>	<b>83,705</b>	<b>71,192</b>	<b>71,192</b>



# BeSpace

## Balance Sheet as at 31st March 2022

		2022		2021	
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	6		1,792		710
<b>Current assets</b>					
Debtors	7	1,424		623	
Cash at bank and in hand		81,546		69,882	
		<u>82,970</u>		<u>70,505</u>	
<b>Liabilities: amounts falling due within one year</b>	8	<u>(1,057)</u>		<u>(23)</u>	
<b>Net current assets</b>			81,913		70,482
<b>Net assets</b>			<u>83,705</u>		<u>71,192</u>
<b>Funds</b>					
Unrestricted funds	9		83,705		71,192
			<u>83,705</u>		<u>71,192</u>

Approved by the trustees and signed on their behalf by:

.....  
**Ben Leach - Treasurer**  
**21/07/2022**

**Notes to the Accounts  
for the year ended 31st March 2022**

**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 2022**

**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 2022 £</b>	<b>Total 2022 £</b>	<b>Unrestricted 2021 £</b>	<b>Total 2021 £</b>
Donations and legacies from:				
Individual giving	17,595	17,595	20,365	20,365
Gift Aid recoverable	2,419	2,419	3,662	3,662
Church and Organisation giving	4,770	4,770	4,220	4,220
Grants receivable	14,100	14,100	26,220	26,220
	<u>38,884</u>	<u>38,884</u>	<u>54,467</u>	<u>54,467</u>
Government grants receivable:				
Coronavirus job retention scheme	<u>2,730</u>	<u>2,730</u>	<u>5,241</u>	<u>5,241</u>

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

	<b>Unrestricted 2022 £</b>	<b>Total 2022 £</b>	<b>Unrestricted 2021 £</b>	<b>Total 2021 £</b>
Costs of running prayer spaces	<u>795</u>	<u>795</u>	<u>3,344</u>	<u>3,344</u>

**Notes to the Accounts  
for the year ended 31st March 2022**

<b>3b. Support costs</b>		<b>Unrestricted 2022 £</b>	<b>Total 2022 £</b>	<b>Unrestricted 2021 £</b>	<b>Total 2021 £</b>
	<b>Note</b>				
Staff costs	4	24,018	24,018	24,828	24,828
Office costs		3,125	3,125	3,054	3,054
Governance costs:					
Consultancy and legal fees		1,163	1,163	741	741
		<u>28,306</u>	<u>28,306</u>	<u>28,623</u>	<u>28,623</u>

<b>4. Staff Costs</b>	<b>2022 £</b>	<b>2021 £</b>
Salaries including employer's national insurance	22,162	23,578
Pension contributions	752	1,146
Training and other staff costs	1,104	104
	<u>24,018</u>	<u>24,828</u>

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

	<b>2022</b>	<b>2021</b>
The average number of staff employed during the year was:	<u>3</u>	<u>3</u>

**5. Trustee Remuneration**

One trustee - Mrs Kirsty Morgan - was employed throughout the year.

Trustee expenses totalling £819 (2021: £539) were incurred in the year.

The amount owing to trustees at the end of the year with respect to expenses was £158.

**Notes to the Accounts  
for the year ended 31st March 2022**

**6. Fixed assets**

	Office Equipment £	Venue Equipment £	Total £
<b>Cost</b>			
As at 1st April 2021	2,506	9,016	11,522
Additions in year	968	748	1,716
As at 31st March 2022	3,474	9,764	13,238
<b>Depreciation</b>			
As at 1st April 2021	1,867	8,945	10,812
Charge in year	575	59	634
As at 31st March 2022	2,442	9,004	11,446
<b>Net book value</b>			
As at 31st March 2022	1,032	760	1,792
As at 31st March 2021	639	71	710

**7. Debtors**

	2022 £	2021 £
Prepayments	643	623
SMP recoverable	781	-
	1,424	623

**8. Liabilities: amounts falling due within one year**

	2022 £	2021 £
Trade creditors	276	23
Deferred income	781	-
	1,057	23

**Notes to the Accounts  
for the year ended 31st March 2022**

**9. Funds**

	<b>Balance at 1st April 2021 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers between funds £</b>	<b>Balance at 31st March 2022 £</b>
<i>Unrestricted</i>					
General unrestricted	71,192	41,614	(29,101)	-	83,705

	<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

**10. Related Parties**

The trustees made donations totalling £10,453 (2021: £13,688) to the charity.