



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st January 2022 To 31st December 2022

Charity name: Oxford Insight Meditation

Charity registration number: 1175855

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the public in the subject of meditation and the teachings of the Buddha, in particular but not exclusively by supporting and encouraging the study and practice of Buddhist Insight meditation for the public benefit, in particular but not exclusively for the benefit of people in Oxford and the surrounding areas.
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	<p>Oxford Insight Meditation carries out these purposes by offering a year-round programme of activities and events to the people of Oxford and the surrounding area, giving them the opportunity to study and practise Buddhist Insight Meditation and to learn about the teachings of the Buddha. We regularly invite teachers from Gaia House, a retreat centre in the Insight Meditation tradition, to lead our retreat days. These teachers are highly experienced, widely recognised and bound by a code of ethics.</p> <p>We are committed to creating inclusive spaces. We welcome people irrespective of religious or political beliefs, ethnicity, class, sexual orientation, gender identity, age, ability and culture. It is our hope over time to increase the accessibility of what we offer to people of all backgrounds through developing a more varied programme of events.</p> <p>Oxford Insight Meditation offers activities on a sliding scale; it is committed to</p>

		<p>ensuring that no one is excluded from any of its activities because of lack of funds. People unable to afford the discounted rates will not be turned away. Pricing of events is intended to cover the costs of putting on the events; any surplus goes into reserves. The price of events does not cover any payment to teachers. In the longstanding tradition of 'Dana', donations to the teacher are invited at the end of the session, in gratitude for their teachings.</p> <p>The main activities undertaken by the charity to carry out its charitable purposes for the public benefit are as follows:</p> <p>Teacher-led day retreats – non-residential day-long retreats in Oxford with respected teachers in the Insight tradition, who offer their teachings free of charge. We ask people to pay a small fee to cover costs and waive this fee where someone is unable to pay it. Donations are invited to support the teachers. The days are suitable for both experienced and new meditators.</p> <p>Monday sitting group – this evening drop-in group is suitable for both beginners and those with more experience. It aims to enable people who are new to Buddhist meditation to have a taste of the practice, and to support more experienced meditators to practise together on a regular basis. These evenings consist of guided meditation, teaching and discussion. Some of the sessions are facilitated by experienced teachers and others by peer facilitators or teachers in training. Donations are invited to support the teachers.</p> <p>Occasional non-residential courses – We occasionally organise and underwrite courses on aspects of meditation practice or the Buddha's teaching, to support the deepening of understanding and to foster a sense of a community amongst practitioners.</p> <p>Website and e-newsletters – Oxford Insight Meditation keeps in touch with supporters and engages with new people through its website, which has details of events and how to book a place on retreats. We also send out regular email newsletters to two subscriber lists to let</p>
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		recipients know about our activities and other related events: one newsletter is about the day retreats and has about 400 recipients, and the other is about the Monday evening drop-in group and has about 280 recipients.
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 that they have complied with their duty to have due regard to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives, in planning charitable activities and when exercising any powers or duties to which the guidance is relevant.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	Trustees receive no remuneration for their work for the charity. All activities are planned and delivered by volunteers. The Trustees are grateful to all of the volunteers who have offered service during the period of this report. Without their regular support and commitment to the organisation, our charitable activities would be significantly reduced.
Other		

Achievements and Performance

	SORP reference	
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<p>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.</p>	<p>Para 1.20</p>	<p>In 2022, we offered eight day-long retreats led by experienced teachers connected to Gaia House. These retreats were offered as hybrid events, with some participants attending in person and others online. This format has been very successful and has helped us to accommodate those wishing to attend in person, as well as maintaining accessibility to those still shielding from Covid-19, those with disabilities or caring responsibilities and those living further away. Appropriate Covid-related measures continued to be taken at the in-person retreats. We reintroduced (and increased) fees for participation to help us cover the higher cost of in-person meetings (venue hire, teachers expenses, refreshments, etc.), whilst balancing this with making sure that retreats are accessible to all. Each retreat day attracted between 25 and 120 participants.</p> <p>The Monday sitting group met throughout the year. The frequency of sessions was initially reduced from weekly to monthly from January to April. The group was then put on hold, owing to a lack of capacity amongst the original teachers, for the rest of the spring and summer. A small number of trustees and some experienced practitioners, came together to reimagine and relaunch the Monday sitting group sessions in September 2022. The group met twice a month to the end of the year, alternating between in-person meetings in central Oxford and online meetings. Experienced and trainee teachers led some of the sessions, with the rest led by peer facilitators. There were between 10 and 25 people at each session. The group is now thriving again. It has a core of regular participants with a strong commitment to practice, and offers</p>
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		<p>connection and support for practice – a dedicated community of practitioners is developing. It also attracts many newcomers and beginners. Some of these have been to retreats at Gaia House and decided to find a group to meditate with locally, while others have simply decided to come and meditate for the evening.</p> <p>The Sunday morning meditation group (Sunday Sangha) remained suspended throughout the year.</p> <p>We didn't offer any study courses in the period because the trustees lacked the capacity to organise additional events.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	n/a
Investment performance against objectives	Para 1.41	n/a
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Oxford Insight Meditation made a small surplus of £7.20 in 2022. The total assets at 31st December 2022 were £3,822.97, a slight reduction compared with the previous year (£3,964). Finances will continue to be closely monitored to ensure that the financial resources of the charity are not exhausted.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to cover the small number of annual fixed costs (insurance, web hosting, publicity, printing, etc.), and to provide some contingency if several day retreats fail to break even. The majority of costs incurred by OIM relate to activities that can be cancelled without incurring significant unrecoverable costs. For this reason, the reserves needed are low.
Amount of reserves held	Para 1.22	£1000
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	n/a

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 principal source of funds is the fees paid by participants for the various activities that we offer, but there are also donations from members of the public who support our work.
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	The charity's income is dependent on levels of interest in its activities, and the capacity of attendees to pay booking fees and/or make donations to cover OIM's costs. The trustees are mindful of the need to reverse the trend of recent years of a deficit, and are actively considering ways to reduce costs and increase income, without compromising our policy of ensuring that no one is

		<p>excluded from our activities because of a lack of funds. One way in which we are able to do this is to find private accommodation for our visiting teachers. Thanks to the generosity of some of our supporters, and following the decreased risk of Covid, we are managing to do this.</p>
Other		

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	Foundation 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	Appointed by Trustees

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	When there is a vacancy for a trustee, the position is advertised to the OIM mailing list, on our website and other relevant places, and applicants are invited for interview. New trustees are provided with information on their duties as trustees and their legal obligations under charity law. They are also inducted in the work of the charity, its aims and objectives, its constitution and how it operates day to day.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Oxford Insight Meditation is part of a network of Insight Meditation groups around the country that are connected with the residential retreat centre Gaia House. We are in regular contact on practice and ethical issues. Whilst we collaborate with these organisations, we are independent, and there is no formal legal or financial relationship with any other organisation.
Relationship with any related parties	Para 1.51	n/a
Other		

Reference and Administrative details

Charity name	Oxford Insight Meditation
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Other name the charity uses	n/a
Registered charity number	1175855
Charity's principal address	55 Bartlemas Road Oxford OX4 1XU

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	Pamela Ruth Sutherland	Treasurer		The Charity Trustees
2	Andrew Martin Finney			The Charity Trustees
3	Dione Brigid Avison			The Charity Trustees
4	Isabel Grace Tucker			The Charity Trustees
5	Kathryn Tulip	Secretary		The Charity Trustees
6	Jennifer Kirsten Daniella Nicholson			The Charity Trustees
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Corporate trustees – names of the directors at the date the report was approved

Director name		
n/a		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

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)

n/a

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Kathryn Tulip	Isabel Tucker
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Full name(s)

Kathryn Tulip	Isabel Grace Tucker
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Position (eg Secretary,
Chair, etc)

Secretary	Trustee
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Date

20th September 2023

Oxford Insight Meditation

Accounts for year ended 31 December 2022

	2022	2021
	£	£
Income:		
Eventbrite	3470.26	1183.47
Cheque/cash	141.32	30.00
	<hr/> 3611.58	<hr/> 1213.47
Expenditure:		
Hall hire	-698.00	-130.00
Teacher's expenses	-2207.46	-131.08
Other expenses	-662.63	-578.95
Insurance	-170.80	-170.80
Drop in:		
Hire	-224.10	-0.00
Dana	186.50	262.80
	<hr/> -37.60	<hr/> 262.80
Donations:		
CAF less fees	72.11	152.54
Sunday Sangha:		
Costs	0.00	0.00
Repayment	100.00	0.00
	<hr/> 100.00	<hr/> 0.00
Surplus of income over expenditure	<hr/> 7.20	<hr/> 617.98

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Bank Balance at 31 Dec	3815.77	3817.55
Unpresented cheques		
Cash in hand	48.67	148.67
Total Assets and Liabilities	<hr/> 3822.97 <hr/>	<hr/> 3964.44 <hr/>

Approved at AGM 5th August 2022

Treasurer Pamela Sutherland