

# BREATHING SPACE, COVENTRY

England & Wales · Charity number 1175896

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2017-11-23

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 123b Birmingham Road  
Coventry  
CV5 9GR

**Phone** 02475315480

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**Website** [www.breathingspacecoventry.org](http://www.breathingspacecoventry.org)

## Activities

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**Objects:** TO ADVANCE THE CHRISTIAN FAITH FOR THE BENEFIT OF THE PUBLIC IN COVENTRY AND THE SURROUNDING AREAS, IN PARTICULAR BUT NOT EXCLUSIVELY THROUGH THE HOLDING OF DAY RETREATS, AND BY PROVIDING OPPORTUNITIES FOR GROWTH IN CONTEMPLATIVE PRAYER FOR THOSE WISHING TO WORSHIP AND/OR EXPLORE THE CHRISTIAN FAITH.

**Activities:** Breathing Space Coventry is a haven where the general public can experience renewal and reconciliation, rest and restoration, and where conversations unfold that draw our spirits towards God. We offer quiet days and day retreats, spiritual companionship and shared refreshments for those living and working in deprived urban environments, in noisy city precincts and in harried, energy-sapping jobs.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** Other Defined Groups, The General Public/mankind

## Geography

- Coventry City
- Warwickshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£12,535	£10,224	-	-
2024-12-31	£11,672	£10,677	-	-
2023-12-31	£10,478	£11,255	-	-
2022-12-31	£8,064	£6,945	-	-
2021-12-31	£6,793	£5,012	-	-

## Trustees

Name	Role	Appointed
Andrew Gillham		2023-06-08
Crystal Joan Kofie		2025-03-16
Dagmer Dias		2022-05-05
Dr PETER SIDEBOTHAM		2022-01-13
Gemma Louise Curran		2025-03-16
Sr Ann O'Sullivan		2021-07-08

**BREATHING SPACE, COVENTRY**

England & Wales - Charity number 1175896

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# Accounts

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# Breathing Space Coventry

## Annual Report 2025

The objects of the Charity are:

To benefit the public in Coventry and the surrounding areas, in particular but not exclusively through the holding of day retreats, and by providing opportunities for growth in contemplative prayer for those wishing to worship and/or explore the Christian faith.

### **Trustees:**

Ann O'Sullivan (co-chair), Crystal Kofie (co-chair), Alison Lawn, Andrew Gillham, Dagmer Dias, Gemma Curran, Peter Sidebotham.

### **Overview**

During 2025 Breathing Space Coventry continued to offer a sacred space open to the public. We are grateful to Ellie who continues to be our resident host. The space has settled into a good rhythm (it is still open Thursday to Saturday) with a continuous flow of guests.

As in previous years, we have relied on word of mouth, bookmarks, and our website to help people find us. This approach has worked well, keeping visitor numbers at a manageable level. We also continue to maintain our links with the Quiet Garden Movement and the Retreat Centre Association.

Ellie has been wonderfully supported by Alison, a number of close friends, our neighbours and the gardening team. We are particularly grateful to her friend, Katherine Pickford, who moved in and kept Breathing Space running whilst Ellie was away. Katherine did an excellent job looking after BSC, accommodating various groups and overnight guests as well as galvanising the gardening team to complete the preparations for the Open Gardens event. This is an annual event held by the Allesley Village Festival, whereby visitors are allowed to explore various private residential gardens, offering creativity and inspiration for planting.

Ann reported the Open Gardens to be a great success - 157 people attended, approximately 25 of those being new visitors to BSC and 10 children. A particular highlight was the labyrinth which now features a mosaic centrepiece depicting the four seasons.

We are extremely grateful to the gardening volunteers - Chris Hitchcock, Rob Johnson, Dennis and Julie Morgan and Graham and Anna Rickets who were instrumental in supporting the Open Gardens. The volunteer gardeners meet every week. We are grateful for their enthusiasm and innovation which keeps our garden looking beautiful all year round.

A new feature was added to the garden by Rob – a prayer den. This area consists of a cross with hooks for prayers to be attached, a beautifully designed bench with crosses inlaid with an attached stand for the prayer cards and pens.

During the year, we have been able to welcome over 1100 visitors to Breathing Space. This includes 774 people visiting in groups (an average of 64 per month) and 109 individuals (average 9 per month) coming for their own individual time.

We have a number of individuals and groups who come on a regular basis, including a painting group on Wednesday mornings, a textiles workshop on Wednesday evenings and Allesley and Eastern Green Prayer meeting on Thursday mornings.

Subject to availability, a range of ad hoc visits took place including personal day retreats for vicars, a church away day and All Saints Youth alpha with 12 young people.

In October, a paper and bookbinding day retreat led by Ellie and Sue Ashby was held, attended by eight participants, half of whom were new visitors.

Visitor demographics have continued to broaden, encompassing groups from the Chinese church, members of the African community, couples, individuals across a wide age range, and families with young children. We have also welcomed several Coventry-based charities supporting people affected by homelessness, addiction, abuse, and older age, alongside Hope Coventry, and continue to host away days for a broad range of church denominations

In May we welcomed Gemma Curran as a trustee. Gemma has many talents in the digital arena, and we are already reaping the benefits of her experience, with a new branding package.

In July Andrew kindly agreed to take on the role of secretary. He is doing a great job of making sure that everything is running smoothly behind the scenes.

Sadly, Alison decided to step down from the board of trustees at the end of 2025. We are grateful for Alison's service. We give thanks for her constant support to Ellie and her encouragement, especially in reaching out to Graham and Anna (our latest volunteer gardeners). We wish Alison the best of luck as she concentrates on other volunteering opportunities.

## GOVERNANCE MATTERS

<b>Subject</b>	<b>Last review</b>	<b>Next scheduled review</b>
Risk Assessment – Garden Power Tools	Jan 2026	Oct 2026
Risk Assessment – Garden Hand Tools	Jan 2026	Oct 2026
Risk Assessment – Garden Tripod Ladder	Jan 2026	Oct 2026
Risk Assessment – Workshop Power Tools	Jan 2026	Oct 2026
Risk Assessment – House and Surroundings	Oct 2025	Oct 2026
Memorandum of Understanding <sup>1</sup>	Nov 2024	Jan 2027
Safeguarding Policy	Jan 2025	Jan 2028
Decision-making Guidelines	Jan 2026	Jan 2028
Privacy & Data Protection Policy	May 2025	May 2028

<sup>1</sup> MOU: A memorandum of understanding between the Trustees and the owners of the property at 123B Birmingham Road, Allesley CV5 9GR (Peter Sidebotham and Lois Baldwin) was drawn up and agreed in September 2019. To be reviewed annually. The use of the property has been provided rent-free. The Charity pays 50% of Council tax, insurance and utility bills.

Note: The Charity does not have any paid staff and relies on volunteers. A cleaner and a gardener receive hourly wages for 2 hours each per week.

## Trustee Terms

Name	Current Term Start	Proposed stand down year	Current Role	Comments
Gemma Curran	2025	2031		First term
Dagmer Dias	2022	2028	Safeguarding Lead	
Andrew Gilham	2023	2029	Secretary	First term
Crystal Kofie	2025	2031	Co-Chair	
Ann O'Sullivan	2024	2030	Co-Chair	
Peter Sidbotham	2024	2030	Treasurer	

## Other Responsibilities

Resident Host:

Independent financial examiner:

Financial Support and banking:

Bank Signatories (2):

Data Controller:

Website:

Ellie Rose

Andrea Driver

Richard Lawn

Peter Sidebotham, Crystal Kofie

Ellie Rose

Ellie Rose, Lois Baldwin, Gemma Curran



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**Breathing Space Coventry** No (if any)

## Receipts and payments accounts

CC16a

For the period from	Period start date 1.1.25	To	Period end date 31.12.25
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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 £
<b>A1 Receipts</b>					
On-line Gifts	2,321	-	-	2,321	1,416
Regular giving	1,998	-	-	1,998	1,626
Donations from group users	4,245	-	-	4,245	3,878
One-off donations	382	-	-	382	2,024
Gift Aid	1,687	-	-	1,687	1,030
Bank interest	10	-	-	10	6
Cash donations	1,728	-	-	1,728	1,445
Other income	164	-	-	164	247
<b>Sub total (Gross income for AR)</b>	<b>12,535</b>	<b>-</b>	<b>-</b>	<b>12,535</b>	<b>11,672</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>12,535</b>	<b>-</b>	<b>-</b>	<b>12,535</b>	<b>11,672</b>
<b>A3 Payments</b>					
Utilities and insurance	5,517	-	-	5,517	5,755
Retreat centre maintenance and running costs	3,490	-	-	3,490	3,066
Costs of charitable activities: hospitality	394	-	-	394	638
Building works	-	-	-	-	743
Bank charges	60	-	-	60	84
Other outgoing	746	-	-	746	297
Petty cash	- 42	-	-	- 42	101
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>10,165</b>	<b>-</b>	<b>-</b>	<b>10,165</b>	<b>10,482</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Retreat centre purchases	60	-	-	60	195
	-	-	-	-	-
<b>Sub total</b>	<b>60</b>	<b>-</b>	<b>-</b>	<b>60</b>	<b>195</b>
<b>Total payments</b>	<b>10,224</b>	<b>-</b>	<b>-</b>	<b>10,224</b>	<b>10,677</b>
<b>Net of receipts/(payments)</b>	<b>2,311</b>	<b>-</b>	<b>-</b>	<b>2,311</b>	<b>995</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>4,612</b>	<b>-</b>	<b>-</b>	<b>4,612</b>	<b>3,617</b>
<b>Cash funds this year end</b>	<b>6,923</b>	<b>-</b>	<b>-</b>	<b>6,923</b>	<b>4,612</b>

## 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 £
<b>B1 Cash funds</b>	CAF account	6,923	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	6,923	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Equipment: data projector, stand and screen, blackboard	General	-	-
	Furniture, fixture and fittings: chairs, garden furniture; lounge chairs (5); electric heater	General	-	-
	Kitchen equipment, crockery; electric kettle	General	-	-
	Soundcore speaker (Oct 2025)	General	-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

**BREATHING SPACE, COVENTRY**

England & Wales - Charity number 1175896

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# Accounts

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# Breathing Space Coventry

## Annual Report 2024

The objects of the Charity are:

To benefit the public in Coventry and the surrounding areas, in particular but not exclusively through the holding of day retreats, and by providing opportunities for growth in contemplative prayer for those wishing to worship and/or explore the Christian faith.

Trustees:

John Kirkman (chair), Dagmer Dias, Alison Lawn, Ann O'Sullivan, Peter Sidebotham, Andrew Gilham.

### OVERVIEW

During 2024 Breathing Space Coventry continued to offer a sacred space open to the public. We are grateful to Chris and Grahame Edmonds who served as resident hosts until March 2024 when they moved to Hampshire to be closer to their family and fresh ventures there. Ellie Rose who had previously served as an artist in residence in 2023 moved in as resident host in April 2024. This has been a joy and a privilege, both for Ellie and for Breathing Space. Ellie has been able to set up her own little art studio in the annexe, and has broadened the vision of Breathing Space to encourage others to explore creativity and spirituality in their use of the place. Ellie has been wonderfully supported by Alison and the other trustees, a number of close friends, our neighbours and the gardening team. We are particularly grateful to her friend, Katherine Pickford, who moved in and kept Breathing Space running during September when Ellie had an important break.

With the changes in resident host, the weekly rhythm has changed. Breathing Space is now open on Thursdays to Saturdays. In addition, Cathy Renken has run a textiles workshop on Tuesday evenings and Ellie has run a painting group on Wednesday mornings. Some additional ad-hoc visitors have been accommodated at other times.

The volunteer gardening team (Chris Hitchcock, Rob Johnson, Dennis and Julie Morgan, together with Ellie) have done an amazing job keeping the garden looking amazing, bright and welcoming. Chris has introduced several new flowers and plants; Dennis and Julie have transformed the vegetable beds and kept several borders looking great; and Rob has been faithfully working hard to keep the garden tidy and has developed a number of creative prayer settings in the garden. Looking ahead, we are pleased to welcome two new members to the gardening team, Graham and Anna Rickets.

The Allesley Festival open gardens in July again welcomed over 150 visitors to the garden. We were also able to welcome Ros, the daughter of Janice, who established the garden here, and a number of others on a guided walk linking the Anderson Garden near the Elms pub and Breathing Space.

During the year, we have been able to welcome nearly 900 visitors to Breathing Space. This includes 602 people visiting in groups (an average of 50 per month) and 115 individuals (average 10 per month) coming for their own individual time. We have a number of individuals and groups who come on a regular basis, including a weekly prayer meeting for churches in the area. Fey Holtum and Nikki Moon both led quiet days at Breathing Space and it was also the venue for a book launch and a three-day aesthetic enquiry art retreat engaging participants from further afield in the UK and Europe. Early in the year, our chair of trustees, John, gave a talk at Hope Coventry which generated further interest and engagement with Breathing Space from new sources. Other than that, we have relied on word of mouth, or bookmarks, and our website. We remain linked to the Quiet Garden Movement and the Retreat Centre Association.

We are grateful to John Kirkman for his service as chair of trustees (and as a trustee since 2022). He is taking a sabbatical from the board of trustees and handing over to Crystal and Anne jointly.

## GOVERNANCE MATTERS

### Review of trust policies:

Policy document	Date Reviewed	Next Review
Memorandum of Understanding <sup>1</sup>	November 2024	November 2025
Safeguarding Policy	January 2025	2028
Privacy and Data Protection	October 2022	2025
Risk Assessment	October 2024	October 2025

### Note:

The Charity does not have any paid staff and relies on volunteers. A cleaner and a gardener receive hourly wages for 2 hours each per week.

## Trustees

Trustee name	Responsibilities 2025	Start of current term ( usually 2 x 3 yrs)	Proposed stand down year
Peter Sidebotham	Treasurer	2024	2027
Crystal Kofie	Joint chair	2025	2031
Alison Lawn		2019	2026
Ann O'Sullivan	Joint chair	2024	2030
Dagmer Dias	Safeguarding lead	2022	2028

Andrew Gilham		2023	2029
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**Other Responsibilities**

Resident Host:	Ellie Rose
Independent financial examiner:	Andrea Driver
Financial Support and banking:	Richard Lawn
Bank Signatories (2):	Peter Sidebotham, Lois Baldwin
Data Controller:	Ellie Rose
Website:	Ellie Rose, Lois Baldwin

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**Breathing Space Coventry** No (if any)

## Receipts and payments accounts

CC16a

For the period from	Period start date 1.1.24	To	Period end date 31.12.24
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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 £
<b>A1 Receipts</b>					
On-line Gifts	1,416	-	-	1,416	3,062
Regular giving	1,626	-	-	1,626	2,023
Donations from group users	3,878	-	-	3,878	1,275
One-off donations	2,024	-	-	2,024	200
Gift Aid	1,030	-	-	1,030	1,862
Bank interest	6	-	-	6	9
Cash donations	1,445	-	-	1,445	1,897
other income	247	-	-	247	150
<b>Sub total (Gross income for AR)</b>	<b>11,672</b>	<b>-</b>	<b>-</b>	<b>11,672</b>	<b>10,478</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>11,672</b>	<b>-</b>	<b>-</b>	<b>11,672</b>	<b>10,478</b>
<b>A3 Payments</b>					
Utilities and insurance	5,755	-	-	5,755	4,465
Retreat centre maintenance and running costs	3,066	-	-	3,066	4,084
Costs of charitable activities: hospitality	638	-	-	638	812
Building works	743	-	-	743	1,185
Bank charges	84	-	-	84	60
other outgoings	297	-	-	297	144
Petty Cash	101	-	-	101	116
	-	-	-	-	-
<b>Sub total</b>	<b>10,482</b>	<b>-</b>	<b>-</b>	<b>10,482</b>	<b>10,866</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Retreat centre purchases	195	-	-	195	389
	-	-	-	-	-
<b>Sub total</b>	<b>195</b>	<b>-</b>	<b>-</b>	<b>195</b>	<b>389</b>
<b>Total payments</b>	<b>10,677</b>	<b>-</b>	<b>-</b>	<b>10,677</b>	<b>11,255</b>
<b>Net of receipts/(payments)</b>	<b>994</b>	<b>-</b>	<b>-</b>	<b>994</b>	<b>777</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>3,617</b>	<b>-</b>	<b>-</b>	<b>3,617</b>	<b>4,394</b>
<b>Cash funds this year end</b>	<b>4,611</b>	<b>-</b>	<b>-</b>	<b>4,611</b>	<b>3,617</b>

## 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 £
<b>B1 Cash funds</b>	CAF account	4,611	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>4,611</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK                      OK                      OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Petty Cash	9	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Equipment: data projector, stand and screen blackboard	General	-	-
	Furniture, fixture and fittings (chairs, garden furniture, electric heater, lounge chairs)	General	-	-
	Kitchen equipment, crockery, electric kettle	General	-	-
	garden growhouse	General	-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	P.S. DIBOTHAM	23.3.25

**BREATHING SPACE, COVENTRY**

England & Wales - Charity number 1175896

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# Accounts

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# Breathing Space Coventry

## Annual Report for March 2023 – Feb 2024

The objects of the Charity are:

To benefit the public in Coventry and the surrounding areas, in particular but not exclusively through the holding of day retreats, and by providing opportunities for growth in contemplative prayer for those wishing to worship and/or explore the Christian faith.

Trustees:

Lois Baldwin, Dagmer Dias, John Kirkman, Crystal Kofie (chair), Alison Lawn, Ann O'Sullivan, Peter Sidebotham (till 09/23), Andrew Gilham (from August 2024).

### OVERVIEW

During 2023 Breathing Space Coventry was again able to offer a continuous sacred space open to the public. Word of mouth and the website presence continue to do their task of bringing to this space those in need of refreshment and quiet. Over the summer having Ellie Rose as artist-in-residence meant that a completely new group of users visited on several creative days and then later in the year for creative retreats. From September residential retreats were no longer offered, given other uses of the upstairs single room.

Breathing Space Coventry welcomed new host – wardens, Chris and Grahame Edmonds in September 2023 and farewelled Peter and Lois at the beginning of October. The transition went smoothly with kind support of trustees, especially Alison and Ann. Trustees and Peter and Lois are very grateful for the Edmonds interest and engagement with Breathing Space and wish them well in their retirement from April 2024.

Donations come regularly from users, many giving generously through the website so as to attract Gift Aid additions, and from standing order commitments of Friends of Breathing Space. From September, a QR code has been available at Grahame's initiative.

We again welcomed around 200 local people for the Allesley Festival Garden Walks in early July. Rob has been a regular garden helper through the year and later in the year. Chris Hitchcock and Julie & Dennis (all near neighbours) started helping – and since October these four have been responsible for all of the garden tasks, with Chris H giving valuable expert oversight. Attention has been required to boundary hedges and trees, and a new fence constructed on the western boundary.

We greatly appreciate the two years that Crystal has served as chair and wish her well in the coming year. Thank you to John Kirkman, now chair of trustees. We were glad to welcome

a new trustee during the year: Andrew Gilham, who had been using BSC personally for some months and his experience nicely complements the current trustee group. Lissy has been on a year's leave from the trust; Ann O'Sullivan is on leave from December through to late 2024.

### ACTIVITY DURING 2023

Total number of visits to Breathing Space in 2023: 777 (2022: 830)

Quiet days / Workshops (just 2 in November in 2022)

21 April 2023	Making Bread	Lois
27 May	Creative workshop	Ellie and Lois
28 June	Trees – quiet day	Chris Edmonds
15 July	Creative Play quiet day	Marie Calvert
10 August	Creative workshop	Ellie
16 August	Creativity and SA	Ellie
22 August	Creative Families	Lois / Ellie
21 Oct 23	Harvest Art Retreat	Ellie
18 Nov	Creative day	Ellie and Ann
8 Dec	Advent Creative day	Emma Alpha, Ellie and Ann
11 Dec	Creative Christmas	Alison Lawn

Groups attending regularly: none in 2023

Total group visitors: av. 38 per mth (2022 – 51 / mth)

Total personal retreats – indivs: av 27 / mth (2022 – 10 / mth)

Residential retreats: av 6/ mth (2022 – 3 / month)

Retreat in Daily Life 8 Jan 2023 – 19 Feb 2023 15 pilgrims

Website: This is refreshed regularly with a short front page 'post', by either Ellie or Lois.

## GOVERNANCE MATTERS

Review of trust policies:

Policy document	Date Reviewed	Next Review
Memorandum of Understanding <sup>1</sup>	May 2023	May 2024
Safeguarding Policy	July 2022	2025
Privacy and Data Protection	October 2022	2025
Risk Assessment	January 2023	March 2024

<sup>1</sup> MOU: A memorandum of understanding between the Trustees and the owners of the property at 123B Birmingham Road, Allesley CV5 9GR (Peter Sidebotham and Lois Baldwin) was drawn up and agreed in September 2019. To be reviewed annually. The use of the property has been provided rent-free. The Charity pays 50% of Council tax, insurance and utility bills.

### Note:

The Charity does not have any paid staff and relies on volunteers. A cleaner and a gardener receive hourly wages for 2 hours each per week.

### **Trustees for March 2024 to Feb 2025**

John Kirkman (Chair)

Alison Lawn

Dagmer Dias

Andrew Gilham

*Lois Baldwin*

*Peter Sidebotham (on leave from Sept 2023)*

*Crystal Kofie (stand down year March 2023 – Feb 2024)*

*Ann O'Sullivan (on leave for most of 2024)*

Trustee name	Start of current term : ( usually 2 x 3 yrs)	Proposed stand down year
<i>Lois Baldwin</i>	2021	<i>Taken 2020/ now on leave</i>
<i>Peter Sidebotham</i>	2022	<i>Taken 2021 /now on leave</i>
Crystal Kofie	End 2017	2024
Alison Lawn	Mid 2019	2025 (earlier requested)
Ann O'Sullivan	End 2021	Taken 2024 / due 2026
John Kirkman	mid- 2022	2027
Dagmer Dias	Mid 2022	2028
Andrew Gilham	Mid 2023	2029

Treasurer:

Peter Sidebotham / Grahame Edmonds

Independent financial examiner:

Andrea Driver

Financial Support and banking:  
Bank Signatories (2):

Richard Lawn  
2022: Richard Lawn; Peter Sidebotham; Lois Baldwin  
2023: Grahame Edmonds after September.

Safeguarding Lead:

Peter Sidebotham / Dagmer Dias after September

Data Controller:

Lois Baldwin / Chris Edmonds after September

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  No (if any)

## Receipts and payments accounts

CC16a

For the period from  Period start date  To  Period end date

### 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 £
<b>A1 Receipts</b>					
On-line Gifts	3,062	-	-	3,062	1,141
Regular giving	2,023	-	-	2,023	2,540
Donations from group users	1,275	-	-	1,275	3,572
One-off donations	200	-	-	200	-
Gift Aid	1,862	-	-	1,862	767
Bank interest	9	-	-	9	4
Cash donations	1,897	-	-	1,897	-
Other payments	150	-	-	150	40
<b>Sub total (Gross income for AR)</b>	<b>10,478</b>	<b>-</b>	<b>-</b>	<b>10,478</b>	<b>8,064</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>10,478</b>	<b>-</b>	<b>-</b>	<b>10,478</b>	<b>8,064</b>
<b>A3 Payments</b>					
Utilities and insurance	4,465	-	-	4,465	3,173
Retreat centre maintenance and running costs	4,084	-	-	4,084	1,637
Costs of charitable activities: hospitality	812	-	-	812	571
Building works	1,185	-	-	1,185	-
Bank charges	60	-	-	60	81
Other outgoings	144	-	-	144	-
Petty cash	116	-	-	116	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>10,866</b>	<b>-</b>	<b>-</b>	<b>10,866</b>	<b>5,462</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Retreat centre purchases	389	-	-	389	1,483
	-	-	-	-	-
<b>Sub total</b>	<b>389</b>	<b>-</b>	<b>-</b>	<b>389</b>	<b>1,483</b>
<b>Total payments</b>	<b>11,255</b>	<b>-</b>	<b>-</b>	<b>11,255</b>	<b>6,945</b>
<b>Net of receipts/(payments)</b>	<b>- 777</b>	<b>-</b>	<b>-</b>	<b>- 777</b>	<b>1,119</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	4,394	-	-	4,394	-
<b>Cash funds this year end</b>	<b>3,617</b>	<b>-</b>	<b>-</b>	<b>3,617</b>	<b>1,119</b>

# 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 £
<b>B1 Cash funds</b>	CAF account	3,617	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>3,617</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

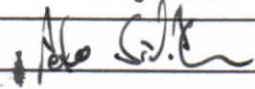
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Petty cash	116	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Equipment: data projector, stand and screen; electric heater (Feb 2020)	General	-	-
	Furniture, fixture and fittings (chairs, garden furniture); 5x lounge chairs (June 2022)	General	-	-
	Kitchen equipment, crockery; electric kettle (June 2022)	General	-	-
	cash box (Sept 2023)	General	-	-
	Garden storage box (Dec 2023)	General	-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature 	Print Name Peter Sidebotham	Date of approval 21.6.24
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**BREATHING SPACE, COVENTRY**

England & Wales - Charity number 1175896

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# Accounts

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# Breathing Space Coventry

## Annual Report for March 2022 - Feb 2023

The objects of the Charity are:

To benefit the public in Coventry and the surrounding areas, in particular but not exclusively through the holding of day retreats, and by providing opportunities for growth in contemplative prayer for those wishing to worship and/or explore the Christian faith.

Trustees:

Lois Baldwin, Lissy Clarke, Dagmer Dias, John Kirkman, Crystal Kofie (chair), Alison Lawn, Ann O'Sullivan, Peter [Sidebotham](#)[Sidebotham](#).

### OVERVIEW

2022 was the first year that Breathing Space Coventry was able to offer an almost continuous sacred space, in that there were no building alterations, renovations, pandemic lockdowns or extended holidays that reduced the number of days and weeks open to the public. Word of mouth and the website presence have done their task of bringing to this space those in need of refreshment and quiet. The number of people coming for overnight retreat and the increasing diversity of visitors (a range of ages, ethnicities and faith traditions) is very welcome.

Donations come regularly from users, many giving generously through the website so as to attract [Giftaid](#)[Gift aid](#) additions, and from standing order commitments of Friends of Breathing Space.

The only regular 'programme' through the year has been the monthly [Taize](#)[Taizé](#) evening prayers. Two groups made Breathing Space their home for a weekly gathering.

After five years here, attention has been required to boundary hedges and trees, dead ones removed and others significantly pruned back. We welcomed around 200 local people for the Allesley Festival Garden Walks in early July. Lois and Peter cared for the garden without any extra hands until late in the year when Robert started helping - a blessing to us and to him. They were also away from the property for a total of 6 weeks holiday, well-supported in their absence by trustees and volunteers.



Website:

This is refreshed regularly with a short front page 'post'. Visitors to the website averaged 17 per day in 2022. Several enquiries each month are received via the website.

## GOVERNANCE MATTERS

Review of trust policies:

Policy document	Date Reviewed	Next Review
Memorandum of Understanding <sup>1</sup>	May 2022	May 2023
Safeguarding Policy	July 2022	2025
Privacy and Data Protection	October 2022	2025
<del>??-other</del> Risk assessment	<a href="#">January 2023</a>	<a href="#">January 2024</a>

### Note:

The Charity does not have any paid staff and relies on volunteers. A cleaner and a gardener receive hourly wages for 2 hours each per week.

### **Trustees for March 2023 to Feb 2024**

Crystal Kofie (Chair)  
Ann O'Sullivan  
Alison Lawn  
Dagmer Dias  
John Kirkman

Lois Baldwin (on leave from Sept 2023)  
Peter Sidebotham (on leave from Sept 2023)  
Lissy Clarke (stand down year March 2023 - Feb 2024)

Trustee name	Start of current term : ( usually 2 x 3 yrs)	Proposed stand down year
Lois Baldwin	2021	(Taken 2020)
Lissy Clarke	Mid 2019	2023
Crystal Kofie	End 2017	2024
Alison Lawn	Mid 2019	2025
Peter Sidebotham	2022	(Taken 2021)
David Sutcliffe	Mid 2017	(Taken 2022)
Ann O'Sullivan	End 2021	2026

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1 MOU: A memorandum of understanding between the Trustees and the owners of the property at 123B Birmingham Road, Allesley CV5 9GR (Peter Sidebotham and Lois Baldwin) was drawn up and agreed in September 2019. To be reviewed annually. The use of the property has been provided rent-free. The Charity pays 50% of Council tax, insurance and utility bills.

John Klrkman	mid- 2022	2027
Dagmer Dias	Mid 2022	2028

Treasurer: Peter Sidebotham / ? after September 2023  
 Independent financial examiner: Andrea Driver  
 Financial Support and banking: Richard Lawn  
 Bank Signatories (2): 2022: Richard Lawn; Peter Sidebotham; Lois Baldwin

2023: TBA after September.

| Safeguarding Lead: Peter ~~Sidebotham~~[Sidebotham](#) / ? after September



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Breathing Space Coventry

1175896

## Receipts and payments accounts

CC16a

For the period from	1.1.22	To	31.12.22
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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 £
<b>A1 Receipts</b>					
On-line Gifts	1,141	-	-	1,141	-
Regular giving	2,540	-	-	2,540	-
Donations from users	3,572	-	-	3,572	-
One-off donations					
Gift Aid	767	-	-	767	-
Bank interest	4	-	-	4	-
Repayments	40	-	-	40	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>8,064</b>	<b>-</b>	<b>-</b>	<b>8,064</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>8,064</b>	<b>-</b>	<b>-</b>	<b>8,064</b>	<b>-</b>
<b>A3 Payments</b>					
Utilities and insurance	3,173	-	-	3,173	-
Retreat centre maintenance and running costs	1,637	-	-	1,637	-
Costs of charitable activities: hospitality	571	-	-	571	-
Building works					
Bank charges	81	-	-	81	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>5,462</b>	<b>-</b>	<b>-</b>	<b>5,462</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Retreat centre purchases	1,483	-	-	1,483	-
	-	-	-	-	-
<b>Sub total</b>	<b>1,483</b>	<b>-</b>	<b>-</b>	<b>1,483</b>	<b>-</b>
<b>Total payments</b>	<b>6,945</b>	<b>-</b>	<b>-</b>	<b>6,945</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>1,119</b>	<b>-</b>	<b>-</b>	<b>1,119</b>	<b>-</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	3,275	-	-	3,275	-
<b>Cash funds this year end</b>	<b>4,394</b>	<b>-</b>	<b>-</b>	<b>4,394</b>	<b>-</b>

## 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 £
<b>B1 Cash funds</b>	CAF account	4,394	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>4,394</b>	-	-
(agree balances with receipts and payments account(s))		OK	OK	OK

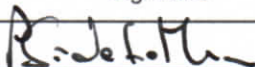
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Equipment: data projector, stand and screen	General	-	-
	Furniture, fixture and fittings (chairs, garden furniture, electric heater, catering trolley)	General	-	-
	Kitchen equipment (crookery, thermos dispenser)	General	-	-
	electric kettle (June 2022)	General	-	-
	5x lounge chairs (June 2022)	General	-	-
	blackboard (August 2022)	General	-	-
	2x mattress protectors (Nov 2022)	General	-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	P. SIDEBOTTOM	12.3.23

**BREATHING SPACE, COVENTRY**

England & Wales - Charity number 1175896

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# Accounts

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## Breathing Space AGM Report February 2022

2021 reached the largest total number of Breathing Space visits in a year at 597. Given that the house was closed until May of that year, this is a good number. However, roughly 180 of these were for the Art of Spiritual Accompaniment course which met on 12 occasions on site.

From November 2020 to April 2021, Lois and Peter were in New Zealand. Ella Clarke stayed on the property from February to April, and cared for the garden through the winter.

### Retreats in daily life

Two retreats in daily life have taken place, each with 10 -12 pilgrims. They worked in a hybrid manner, with both online and in-person meetings. One was themed *Be Thou my Vision* (mid year) and the other was themed *Deeply Rooted* (Autumn).

### TAIZE Prayers on 4th Sunday evenings

These recommenced in July, with attendances between six and twelve people.

### Residential retreats

Residential retreats are becoming more frequent, with one individual retreat in each of the last three months of 2021 and already two in 2022.

### Other residences:

A mission family stayed at Breathing Space for two weeks in July. A Canadian contact stayed two weeks in September, visiting elderly mother.

### Internet activity:

The Breathing Space **website** has been refreshed with a post every few weeks; it has an average of about twenty visits per day. A **Facebook page** was also started and had good engagement, but we withdrew from Facebook due to their poor practices that allowed predatory activity unchecked.

### Trustees for March 2022 to Feb 2023

- Crystal Kofie
- Lissy Clarke
- Peter Sidebotham
- Ann O'Sullivan
- Alison Lawn
- Lois Baldwin

Terms of office are usually three years, and two consecutive terms are permitted.

David Sutcliffe is standing down at the AGM in 2022.

Trustee name	Start current term	Proposed stand down year
Lois Baldwin	2021	(Taken 2020)
Lissy Clarke	Mid 2019	2023
Crystal Kofie	End 2017	2024?
Alison Lawn	Mid 2029	2025
Peter Sidebotham	2022	(Taken 2021)
David Sutcliffe	Mid 2017	2022
Ann O'Sullivan	End 2021	2026
New trustee	Mid 2022?	

#### Other matters

**A gardener** was employed for 4 or 5 hours a week through 2021, but this has now ended.

The **Memorandum of Understanding** between Peter & Lois and Breathing Space has not been reviewed since 2020

**Treasurer and bank signatory:** Peter Sidebotham

**Independent financial examiner:** Andrea Driver

**Financial Support:** Richard Lawn

- Lois Baldwin
- Alison Lawn
- Ann O'Sullivan
- Peter Sidebotham
- Lissy Clarke
- Crystal Kofie



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**Breathing Space Coventry**

No (if any)  
**1175896**

## Receipts and payments accounts

**CC16a**

For the period from	1.1.21	To	31.12.21
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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 £
<b>A1 Receipts</b>					
On-line Gifts	1,161	-	-	1,161	1,218
Regular giving	2,240	-	-	2,240	1,371
Donations from users	2,632	-	-	2,632	469
One-off donations	60	-	-	60	-
Gift Aid	700	-	-	700	1,364
Bank interest	-	-	-	-	-
Additional cash income	-	-	-	-	83
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>6,793</b>	<b>-</b>	<b>-</b>	<b>6,793</b>	<b>4,505</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>6,793</b>	<b>-</b>	<b>-</b>	<b>6,793</b>	<b>4,505</b>
<b>A3 Payments</b>					
Utilities and insurance	2,638	-	-	2,638	3,009
Retreat centre maintenance and running costs	1,370	-	-	1,370	1,100
Costs of charitable activities: hospitality	98	-	-	98	162
Building works	151	-	-	151	1,638
Bank charges	96	-	-	96	60
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>4,352</b>	<b>-</b>	<b>-</b>	<b>4,352</b>	<b>5,969</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Retreat centre purchases	660	-	-	660	125
	-	-	-	-	-
<b>Sub total</b>	<b>660</b>	<b>-</b>	<b>-</b>	<b>660</b>	<b>125</b>
<b>Total payments</b>	<b>5,012</b>	<b>-</b>	<b>-</b>	<b>5,012</b>	<b>6,094</b>
<b>Net of receipts/(payments)</b>	<b>1,781</b>	<b>-</b>	<b>-</b>	<b>1,781</b>	<b>1,589</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>1,495</b>	<b>-</b>	<b>-</b>	<b>1,495</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>3,275</b>	<b>-</b>	<b>-</b>	<b>3,275</b>	<b>1,589</b>

## 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 £
<b>B1 Cash funds</b>	CAF account	3,275	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>3,275</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

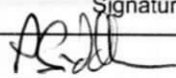

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Equipment: data projector, stand and screen	General	-	-
	Furniture, fixture and fittings (chairs, garden furniture)	General	-	-
	Kitchen equipment, crockery	General	-	-
	electric heater (Feb 2020)	General	-	-
	Thermos flask dispenser (Sept 2021)	General	-	-
	Catering trolley (Dec 2021)	General	-	-
				-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	PETER SIDEBOTHAM	27.2.22
	ALISON LAWN	27.02.2022