

# 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.

We were glad to welcome two new trustees, Dagmer, and John, during the year; their contributions nicely complement the current trustee group. With Lois and Peter taking extended leave from September 2023, 1-2 more trustees are being sought and tasks reassigned within the group.

## ACTIVITY DURING 2022

Total number of visits to Breathing Space in 2022: 830

Year	Total	Comments
2018	567	Closed for repairs / painting for 5 weeks
2019	595	Closed 9 weeks for alterations/ ramp building
2020	228	Closed 5 months pandemic / Facebook Live evening prayers offered
2021	597	Closed 3 months - pandemic
2022	830	Closed 1-2 weeks - holidays

### Taizé Taizé Evening Prayers

Held monthly on 4<sup>th</sup> Sunday evening - ~~av~~average of 5 - 6 people attending.  
(These are no longer being offered as from January 2023.)

### Quiet days

12 Nov 2022	David Sutcliffe	8 participants
19 Nov 2022	Ann O'Sullivan	12 participants

### Retreat in Daily Life

None in 2022

8 Jan 2023 - 19 Feb 2023 15 pilgrims

### Groups attending regularly:

Art of Spiritual Accompaniment course: 15 people over 25 weeks and 4 Saturdays

Refugee centre counselling and Support: 2-5 people weekly for 6 ~~months~~months

Total group visitors: ~~av~~average 51 / ~~month~~month

Total personal retreats - individuals: ~~av~~average 10 / ~~month~~month

Residential retreats: ~~av~~average of 3 / month

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

### 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>
<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>3,275</b>	<b>-</b>	<b>-</b>	<b>3,275</b>	<b>-</b>
<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>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

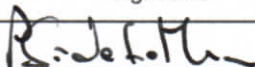
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

	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 (crockery, thermos dispenser)	General	-	-
	electric kettle (June 2022)	General	-	-
	5x lounge chairs (June 2022)	General	-	-
	blackboard (August 2022)	General	-	-
	2x mattress protectors (Nov 2022)	General	-	-
			-	-

	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