

# Trustees' Annual Report for the period

Period start date

Period end date

From

1

APRIL 2020

To 31st

MARCH

2021

## Section A

## Reference and administration details

Charity name

Silent Space

Other names charity is known by

None

Registered charity number (if any)

1190013

Charity's principal address

Knox & Eames Ltd

Badgemore House

Badgemore Park

Henley-on-Thames

Postcode

RG9 4NR

### 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	Rosemarie Fyles			
2	Angela Butterfield PHD	Secretary		
3	Liz Ware MA	Chair		
4	Yolanda Goldthorpe	Treasurer		
5	Faith Douglas			
6	Gary Webb MCI Hort			
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16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document	The constitution was adopted on 31 <sup>st</sup> January 2020. It was updated in accordance with Charity Commission advice on 22 <sup>nd</sup> June 2020.
How the charity is constituted	The Silent Space charity is a Charitable Incorporated Organisation with six trustees.
Trustee selection methods	This is by invitation, based on skill-set and relevant experience.

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

In order to minimise risk, the organisation has collaborated on the completion of a Risk Management Policy in order to monitor governance, operational risk, finance, environmental and external risk factors and legal and regulatory compliance.

The trustees are aware of the need to remain vigilant of the need to review these policies regularly.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The objects of the Charitable incorporated Organisation are to assist in the provision of facilities in the interests of social welfare for healthy recreation, in particular by the provision of silent spaces in public areas.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The organisation encourages opportunities for visitors, staff and volunteers to spend time in silent reflection – in parks, gardens, and green spaces open to the public.

The trustees are committed to ensuring equality of opportunity and aim to develop a wide distribution of spaces for silent reflection around the UK.

When reviewing aims and objectives, and when planning future activities, Trustees refer to the Charity Commission's guidance on public benefit.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The organisation has a small group of volunteer ambassadors. The Ambassadors provide support to the organisation, particularly via social media. Those invited to the role have at least one of the following:

- A wide knowledge of parks and gardens open to the public.
- A strong interest in the work of the organisation.
- An extensive network of contacts in the world of horticulture.

**Summary of the main achievements of the charity during the year**

As a result of the Covid 19 pandemic, all goals for 2020 were put on hold.

Silent Space was granted status as a Charitable Incorporated Organisation.

Working within the lockdown restrictions, eight more gardens in the United Kingdom set up spaces for quiet reflection.

Work started on spaces for reflection in school gardens in New South Wales, Australia.

## Section E

## Financial review

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

All Silent Space costs over the past five years have been analysed and accounts have been set up in line with Charity Commission guidelines. An annual budget has been set so that anticipated running costs are adequately covered from the financial reserves for the next three years. The annual budget and accounts are regularly shared and agreed with the trustees.

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

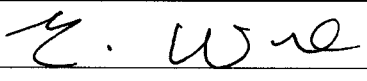
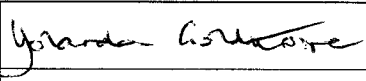
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Elizabeth Ware	YOLANDA BERNADETTE GOLDTHORPE
Position (eg Secretary, Chair, etc)	Chair	TREASURER
Date	10/6/21	



	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-

<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-

<b>Total payments</b>	-	-	-	-
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<b>Net of receipts/(payments)</b>	7,200	-	7,200	200
<b>A5 Transfers between funds</b>	-	-	-	-
<b>A6 Cash funds last year end</b>	200	-	200	-
<b>Cash funds this year end</b>	7,400	-	7,400	200

**Section B Statement of assets and liabilities at the end of the period**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>			
Lloyds Bank PLC	7,400	-	-
	-	-	-
	-	-	-
<b>Total cash funds</b>	7,400	-	-
(agree balances with receipts and payments account(s))			

Unrestricted funds      Restricted funds      Endowment funds

## B2 Other monetary assets

[illegible]

### B3 Investment assets

	Fund to which asset belongs	Cost (optional)	Current value (optional)
N/A		-	-
		-	-
		-	-
		-	-
		-	-

**B4 Assets retained for the charity's own use**



[illegible]



**B5 Liabilities**

N/A		-	
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	ELIZABETH WARE	10/6/21
	YOLANDA GOLDTHORPE	10/6/21