

## Trustees' Annual Report for the period

**From**

**Period start date**

**To**

**Period end date**

Day Month Year  
1<sup>st</sup> April 2021

Day Month Year  
31<sup>st</sup> March 2022

**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

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**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)

Description of the charity's trusts	
Type of governing document <i>(eg. trust deed, constitution)</i>	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 <i>(eg. trust, association, company)</i>	The Silent Space charity is a Charitable Incorporated Organisation with six trustees.
Trustee selection methods <i>(eg. appointed by, elected by)</i>	This is by invitation, based on skill-set and relevant experience.

Additional governance issues (Optional information)	
<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>In order to minimise risk, the organisation has a Risk Management Policy in place to monitor governance, operational risk, finance, environmental and external risk factors and legal and regulatory compliance.</p> <p>The trustees are aware of the need to remain vigilant of the need to review these policies regularly.</p>

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

<p><b>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)</b></p>	<p>to the public.</p> <p>The trustees are committed to ensuring equality of opportunity and aim to develop a wide distribution of spaces for silent reflection around the UK.</p> <p>When reviewing aims and objectives, and when planning future activities, Trustees refer to the Charity Commission's guidance on public benefit.</p>
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**Additional details of objectives and activities (Optional information)**

<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• policy programme related investment;</li> <li>• contribution made by volunteers.</li> </ul>	<p>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:</p> <ul style="list-style-type: none"> <li>- A wide knowledge of parks and gardens open to the public.</li> <li>- A strong interest in the work of the organisation.</li> <li>- An extensive network of contacts in the world of horticulture.</li> </ul>
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<p><b>Summary of the main achievements of the charity during the year</b></p>	<p>As a result of the Covid 19 pandemic, goals for 2021 were modest. All were achieved.</p> <p>The website was updated.</p> <p>In order to support parks and gardens running a space, an online webinar was organised. The 49 attendees heard speakers from the United Kingdom, Australian and New Zealand.</p> <p>The aim of the webinar was to foster a sense of community and to provide an opportunity for sharing knowledge and expertise. Feedback after the event suggested that this was achieved.</p>
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	<p>Interest in the benefits of taking time to be silent in green places continues to grow. This is demonstrated by an increase in visitors to the website and speaking engagements.</p> <p>Despite the challenges facing parks and gardens as they recover from the last two years, fifteen more gardens in the United Kingdom set up spaces for quiet reflection, making a total of 67.</p>
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<b>Brief statement of the charity's policy on reserves</b>	The financial accounts are set up in line with Charity Commission guidelines. An annual budget is 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.
<b>Details of any funds materially in deficit</b>	N/A
<b>Further financial review details (Optional information)</b>	
<p>You <b>may choose</b> to include additional information, where relevant about:</p> <ul style="list-style-type: none"> <li>• the charity's principal sources of funds (including any fundraising);</li> <li>• how expenditure has supported the key objectives of the charity;</li> <li>• investment policy and objectives including any ethical investment policy adopted.</li> </ul>	Costs incurred this year have all been in relation to hosting and updating the website in order to reach visitors more effectively.

**Section F** **Other optional information**

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

Signed on behalf of the charity's trustees

Signature(s)	<i>E Ware</i>	<i>Yolanda Bernadette Goldthorpe</i>
Full name(s)	Elizabeth Ware	Yolanda Bernadette Goldthorpe
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	8/9/2022	





Charity Name <b>Silent Space</b>		Charity Number <b>1190013</b>	
<b>Receipts and payments accounts</b>			
For the period from	Period start date 01/04/2021	To	Period end date 31/3/22

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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>					
Donations	0	0	0	0	7,200
Grants	0	0	0	0	0
Gift aid tax relief	0	0	0	0	0
Bank interest	0	0	0	0	0
Sundry	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total(Gross income for AR)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,200</b>
<b>A2 Asset and investment sales, (see table).</b>					
	0	0	0	0	
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,200</b>
<b>A3 Payments</b>					
Website design hosting and maintenance	2,320	0	0	2,320	0
Professional and membership fees	0	0	0	0	0
Bank charges	0	0	0	0	0
Admin fees	0	0	0	0	0
Sundry	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total</b>	<b>2,320</b>	<b>0</b>	<b>0</b>	<b>2,320</b>	<b>0</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	0	0	0	0	
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total payments</b>	<b>2,320</b>	<b>0</b>	<b>0</b>	<b>2,320</b>	<b>0</b>
<b>Net of receipts/(payments)</b>	<b>-2,320</b>	<b>0</b>	<b>0</b>	<b>-2,320</b>	<b>7,200</b>
<b>A5 Transfers between funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>A6 Cash funds last year end</b>	<b>7,400</b>	<b>0</b>	<b>0</b>	<b>7,400</b>	<b>0</b>
<b>Cash funds this year end</b>	<b>5,080</b>	<b>0</b>	<b>0</b>	<b>5,080</b>	<b>7,200</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>				
	Lloyds Bank PLC	5,080	0	0
		0	0	0
		0	0	0
	<b>Total cash funds</b>	<b>5,080</b>	<b>0</b>	<b>0</b>

(agree balances with receipts and payments)

**B2 Other monetary assets**

## Details

N/A

## Unrestricted funds

to nearest £

0
0
0
0
0
0
0

## Restricted funds

to nearest £

0
0
0
0
0
0
0

## Endowment funds

to nearest £

0
0
0
0
0
0
0

**B3 Investment assets**

## Details

N/A

## Fund to which asset belongs


## Cost (optional)

0
0
0
0
0
0
0

## Current value (optional)

0
0
0
0
0
0
0

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

## Details

N/A

## Fund to which asset belongs


## Cost (optional)

0
0
0
0
0
0
0
0
0
0

## Current value (optional)

0
0
0
0
0
0
0
0
0
0

**B5 Liabilities**

## Details

N/A

## Fund to which liability relates


## Amount due (optional)

0
0
0
0
0
0
0

## When due (optional)


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

Signature

*E. Ware*  
*Yolanda Goldthorpe*

Print Name

ELIZABETH WARE  
 YOLANDA GOLDTHORPE

Date of approval

8/9/2022  
 8/9/2022