



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01 April 2022 Period start date
To 31 March 2023 Period end date

Charity name: Silent Space

Charity registration number: 1190013

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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 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>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.</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>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	When reviewing aims and objectives, and when planning future activities, Trustees refer to the Charity Commission's guidance on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

		<p>universities.</p> <p>A short webinar was organised to help those National Trust gardens in which there had been a high turnover of staff.</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	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is in a healthy financial position at the end of the period. Furthermore, the charity was in receipt of two donations.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	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.
Amount of reserves held	Para 1.22	Not applicable.
Reasons for holding zero reserves	Para 1.22	With careful budgeting, it is not felt that reserves are needed as anticipated running costs are adequately covered.
Details of fund materially in deficit	Para 1.24	Not applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Ongoing financial review ensures that there are no uncertainties about the charity continuing as a going concern.

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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The constitution was adopted on 31 st January 2020. It was updated in accordance with Charity Commission advice on 22 nd June 2020.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The Silent Space charity is a Charitable Incorporated Organisation with six trustees.
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	This is by invitation, based on skill-set and relevant experience.

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	<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>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<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"> - 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.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Silent Space
Other name the charity uses	None
Registered charity number	1190013
Charity's principal address	Knox & Eames Ltd Badgemore House Badgemore Park Henley-on-Thames 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	Liz Ware MA	Chair		
2	Angela Butterfield PHD	Secretary		
3	Yolanda Goldthorpe	Treasurer		
4	Faith Douglas			
5	Rosemarie Fyles			
6	Gary Webb			
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19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

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

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)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

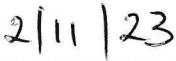
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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Liz Ware	Yolanda Goldthorpe
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Silent Space

No (if any)
1190013

CC16a

Receipts and payments accounts

For the period from	Period start date 01/04/2022	To	Period end date 31/03/2023
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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 £
A1 Receipts					
Donations	2,750	-	-	2,750	-
Grants	-	-	-	-	-
Gift aid tax relief	-	-	-	-	-
Bank interest	-	-	-	-	-
Sundry	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	2,750	-	-	2,750	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	2,750	-	-	2,750	-
A3 Payments					
Website design hosting and maintenance	380	-	-	380	2,320
Professional and membership fees	-	-	-	-	-
Bank charges	-	-	-	-	-
Admin fees	-	-	-	-	-
Sundry	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	380	-	-	380	2,320
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	380	-	-	380	2,320
Net of receipts/(payments)	2,370	-	-	2,370	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	5,080	-	-	5,080	7,400
Cash funds this year end	7,450	-	-	7,450	5,080

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 £
B1 Cash funds	Lloyds Bank PLC	7,450	-	-
		-	-	-
		-	-	-
	Total cash funds	7,450	-	-
	(agree balances with receipts and payments account(s))			


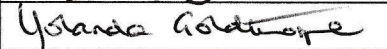
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Liz Ware	21/11/23
	Yolanda Goldthorpe	21/11/23