



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01 April 2023 Period start date
To 31 March 2024 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	
	Para 1.38	

Policy on social investment including program related investment		
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During 2023/4, six more gardens in the United Kingdom set up silent spaces for quiet reflection making a total of 77. Two were discontinued.</p> <p>In order to maintain a sense of community between participating gardens, a newsletter was sent to all those working in partnership with Silent Space.</p> <p>Trustees carried out three further feedback collections. Trustees and the gardens concerned found the procedure to be helpful. The feedback was positive and encouraging. The results confirmed the effectiveness of the Charity's approach while also pinpointing areas in which adjustments can be made.</p> <p>Silent Space was mentioned in The Observer, Resurgence Magazine, and in a book (to be published in April 2024) by an academic at Reading University.</p> <p>During the autumn, a silent space was launched in The Staff and Volunteer Wellbeing Garden at The Royal Berkshire Hospital. Funds from a generous donation to Silent Space were used to buy signage for the Hospital.</p> <p>A generous donation was received at Christmas 2023.</p>

		Silent Space continues to maintain connections with academics at two universities. Relevant and recent peer reviewed research is forwarded by them for inclusion on the Silent Space website.
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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 a further generous donation.
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	There is a free cash balance of £10,954
Reasons for holding zero reserves	Para 1.22	Not applicable
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 reviews ensure 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		
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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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14				
15				
16				
17				
18				
19				
20				

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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
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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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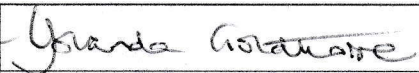
Other optional information

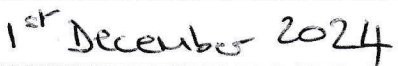
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Declarations

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

Receipts and payments accounts

CC16a

For the period from Period start date 1/4/23 To Period end date 31/3/24

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	2,500	0	0	2,500	2,750
Grants	0	0	0	0	0
Gift aid tax relief	1,846	0	0	1,846	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
Sub total(Gross income for AR)	4,346	0	0	4,346	2,750
A2 Asset and investment sales, (see table).					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	4,346	0	0	4,346	2,750
A3 Payments					
Website design hosting and maintenance	430	0	0	430	380
Professional and membership fees	0	0	0	0	0
Bank charges	0	0	0	0	0
Admin fees	0	0	0	0	0
Sundry	412	0	0	412	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
Sub total	842	0	0	842	380
A4 Asset and investment purchases, (see table)					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total payments	842	0	0	842	380
Net of receipts/(payments)	3,504	0	0	3,504	2,370
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	5,080	0	0		5,080
Cash funds this year end	10,954	0	0	Cross Add Error	7,450

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

B1 Cash funds

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Lloyds Bank PLC	10,954	0	0
	0	0	0
	0	0	0
Total cash funds	10,954	0	0
(agree balances with receipts and payments account(s))	OK	OK	OK
	Unrestricted funds	Restricted funds	Endowment funds

B2 Other monetary assets

Details	to nearest £	to nearest £	to nearest £
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		0	0
		0	0
		0	0
		0	0
		0	0

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		0	
		0	
		0	
		0	
		0	

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

Signature

Print Name

Date of approval

Liz Ware
Yolanda Goldthorpe

Liz Ware
Yolanda Goldthorpe

12/11/2024
12/11/2024