



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01 April 2024  
To 31 March 2025

Period start date  
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      |  |
| 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>As Silent Space approached the end of its first decade, Trustees considered ways in which it can continue to thrive. A 12-month trial began, working with existing and newly recruited Ambassadors. The trial asks Ambassadors to take responsibility for small groups of gardens working with Silent Space and to communicate with them several times a year. This will help maintain a strong relationship with gardens in which there is a high turnover of staff.</p> <p>During 2024/5, five more gardens in the United Kingdom set up silent spaces for quiet reflection and three left, bringing the total to 71.</p> <p>A newsletter was produced for gardens working with Silent Space.</p> <p>Trustees carried out observation and feedback days in 5 gardens. The information collected was shared and subsequently acted upon by the gardens concerned.</p> <p>Silent Space was mentioned on Scribehound, in The Dunoon Observer, and featured in two podcasts.</p> <p>A donation was made to the Charity.</p> |

### 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<br>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.   |
| 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 £10,644.00   |
| 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<br>(trust deed, royal charter)   | Para 1.25 | 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 is the charity constituted?<br>(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"> <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> |
| 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<br>Badgemore House<br>Badgemore Park<br>Henley-on-Thames<br>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 Bernadette Goldthorpe | Treasurer       |                                   |   |
| 4  | Faith Douglas                 |                 |                                   |   |
| 5  | Rosemarie Fyles               |                 |                                   |   |
| 6  | Gary Webb                     |                 |                                   |   |
| 7  |                               |                 |                                   |   |
| 8  |                               |                 |                                   |   |
| 9  |                               |                 |                                   |   |
| 10 |                               |                 |                                   |   |
| 11 |                               |                 |                                   |   |
| 12 |                               |                 |                                   |   |
| 13 |                               |                 |                                   |   |
| 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 |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

## Other optional information



|  |
|--|
|  |
|--|

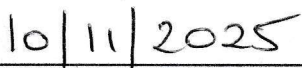


## Declarations

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)

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/04/2024

To

Period end date  
31/03/2025

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest £ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|---|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |   |   |  |                                 |                               |
| Donations   | 100                                       | -                                       | -                                      | 100                             | 2,500                         |
| Grants  | -   | -                                       | -                                      | -                               | -                             |
| Gift Aid tax relief                                   | -   | -                                       | -                                      | -                               | 1,846                         |
| Bank interest   | -   | -                                       | -                                      | -                               | -                             |
| Sundry  | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | 100                                       | -                                       | -                                      | 100                             | 4,346                         |
| <b>A2 Asset and investment sales, (see table).</b>    |   |   |  |                                 |                               |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | -   | -                                       | -                                      | -                               | -                             |
| <b>Total receipts</b>                                 | 100                                       | -                                       | -                                      | 100                             | 4,346                         |
| <b>A3 Payments</b>                                    |   |   |  |                                 |                               |
| Website design, hosting and maintenance               | 410                                       | -                                       | -                                      | 410                             | 430                           |
| Professional and membership fees                      | -   | -                                       | -                                      | -                               | -                             |
| Bank charges  | -   | -                                       | -                                      | -                               | -                             |
| Admin fees  | -   | -                                       | -                                      | -                               | -                             |
| Sundry  | -   | -                                       | -                                      | -                               | 412                           |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | 410                                       | -                                       | -                                      | 410                             | 842                           |
| <b>A4 Asset and investment purchases. (see table)</b> |   |   |  |                                 |                               |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | -   | -                                       | -                                      | -                               | -                             |
| <b>Total payments</b>                                 | 410                                       | -                                       | -                                      | 410                             | 842                           |
| <b>Net of receipts/(payments)</b>                     | 310                                       | -                                       | -                                      | 310                             | 3,504                         |
| <b>A5 Transfers between funds</b>                     | -   | -                                       | -                                      | -                               | -                             |
| <b>A6 Cash funds last year end</b>                    | 10,954                                    | -                                       | -                                      | 10,954                          | 10,954                        |
| <b>Cash funds this year end</b>                       | 10,644                                    | -                                       | -                                      | 10,644                          | 14,458                        |

## 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 |  | -                               | -                             | -                            |
|               |  | -                               | -                             | -                            |
|               |  | -                               | -                             | -                            |
|               | <b>Total cash funds</b>                                | 10,644                          | -                             | -                            |
|               | (agree balances with receipts and payments account(s)) |                                 |                               |                              |

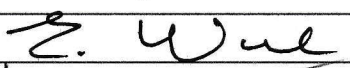

|                          | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|--------------------------|---------|---------------------------------|-------------------------------|------------------------------|
| B2 Other monetary assets |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

|                      | 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           | 10/11/25         |
|  | Yolanda Goldthorpe | 10/11/25         |