



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Quiet Down There

**On accounts for the year  
ended**

31 May 2023

**Charity no  
(if any)**

1199375

**Set out on pages**

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/05/2023.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

*E McOwat*

**Date:**

30/06/2023

**Name:**

Liz McOwat

**Relevant professional  
qualification(s) or body  
(if any):**

Member of ICAEW

**Address:**

14 Wick Hall

Furze Hill

Hove, BN3 1NF

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A



## Receipts and payments accounts

For the period from	01/06/22	To	31/05/2023
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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 £
<b>A1 Receipts</b>					
Donations	4,099	3,369	-	7,468	-
Grants	4,010	35,729	-	39,739	47,965
Fees for charitable services	-	32,102	-	32,102	30,172
Other	526	-	-	526	568
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>8,635</b>	<b>71,200</b>		<b>79,835</b>	<b>78,705</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>					
<b>Total receipts</b>	<b>8,635</b>	<b>71,200</b>		<b>79,835</b>	<b>78,705</b>
<b>A3 Payments</b>					
Wages and NI	2,469	37,901	-	40,370	25,005
Pension	968	2,167	-	3,135	1,804
Rent & services	4,486	1,829	-	6,315	5,222
Insurance	209	-	-	209	209
Internet/email/website	1,443	-	-	1,443	682
Office costs	186	-	-	186	800
Professional fees/training/one-off costs	823	-	-	823	2,506
Project costs	2,462	6,789	-	9,251	9,525
Freelance staff	-	16,825	-	16,825	24,903
<b>Sub total</b>	<b>13,046</b>	<b>65,511</b>		<b>78,557</b>	<b>70,656</b>
<b>A4 Asset and investment purchases. (see table)</b>					
Fixed assets (washer & dryer)	-	3,551	-	3,551	-
Loan repayment	1,920	-	-	1,920	-
<b>Sub total</b>	<b>1,920</b>	<b>3,551</b>		<b>5,471</b>	
<b>Total payments</b>	<b>14,966</b>	<b>69,062</b>		<b>84,028</b>	<b>70,656</b>
<b>Net of receipts/(payments)</b>	<b>6,331</b>	<b>2,138</b>		<b>4,193</b>	<b>8,049</b>
<b>A5 Transfers between funds</b>	<b>- 2,469</b>	<b>2,469</b>			
<b>A6 Cash funds last year end</b>	<b>18,000</b>	<b>11,087</b>		<b>29,087</b>	<b>21,038</b>
<b>Cash funds this year end</b>	<b>9,200</b>	<b>15,694</b>		<b>24,894</b>	<b>29,087</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>				
	Cash in bank on 31st May 2022	9,200	15,694	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>9,200</b>	<b>15,694</b>	
	(agree balances with receipts and payments account(s))			



		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	<b>Details</b>			
	Grants due - Magic Little Grants		500	-
	Grants due - Leathersellers	4,000	-	-
	Grants due - Low Carbon Across the South and East	-	1,204	-
		-	-	-
		-	-	-

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

		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>			
	office furniture	Brighton & Hove City Council	250	100
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	<b>Details</b>			
	Heat pump dryer and installation	Pebble Trust & Locase	3,351	01 June 2023
	BB Loan	HSBC	12,899	01 March 2032

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

Signature	Print Name	Date of approval
	Charlotte Levine	22 / 06/ 2023
	Victoria Patrick	22 / 06/ 2023



# Trustees' Annual Report for the period

From

Period start date

20 06 2022

To

Period end date

31 05 2023

Charity name

Quiet Down There

Other names charity is known by

QDT

Registered charity number (if any)

1199375

Charity's principal address

Studio 6 Brighton Open Market

Marshall's Row

Brighton

Postcode

BN1 4JU

## 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)

Victoria Patrick

Chair

20th June 22 - 31st May

Ben Little

20th June 22 - 31st May

Stella Simms

20th June 22 - 31st May

## 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

Digital Advisor

David Flindal

Flat 4, 14 Waldram Park Road, London SE23 2PN

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

Lucy Jefferies

## Description of the charity's trusts

Type of governing document

Constitution

How the charity is constituted

CIO Foundation

(eg. trust, association, company)

Trustee selection methods

Appointed by other Trustees

## Additional governance issues (Optional information)

Additional information where relevant to the charity and trustees' consideration

**Summary of the objects of the**

TO PROMOTE, MAINTAIN, IMPROVE AND ADVANCE EDUCATION AND APPRECIATION OF THE VISUAL ARTS, WITH A FOCUS ON SOCIALLY AND ECONOMICALLY DISADVANTAGED COMMUNITIES WHERE ACCESS TO SUCH ACTIVITIES WOULD ORDINARILY BE LIMITED, BY THE PROVISION OF PROVIDING FREE CREATIVE WORKSHOPS/PROJECTS, EVENTS AND EXPERIENCES.

**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)**

From 20th June 2022 until 31st May 2023 Quiet Down There produced the following projects which met its charitable objects:

Feeling at Home - workshops in Brighton leading to an exhibition of photographs taken by people with learning disabilities documenting what supports them to feel 'at home'

First we eat in Milton Keynes - lunches and creative activities in person and online to engage people in Fairfield's and Whitehouse in a public art strategy.

Duty - a monthly group online for women to create artwork, discuss and respond to issues of gender inequality.

Harriet's Press - a free load of laundry on London rd in Brighton with a free creative activity while you wait,

Thursday lunch club - a monthly opportunity to visit one of Brighton's art galleries and have a free lunch.

Urban Fabric - a project for multicultural women and school children to design a fabric which represents London Rd in Brighton and then use the fabric to create aprons, cushions and tablecloths to be used in the local area.

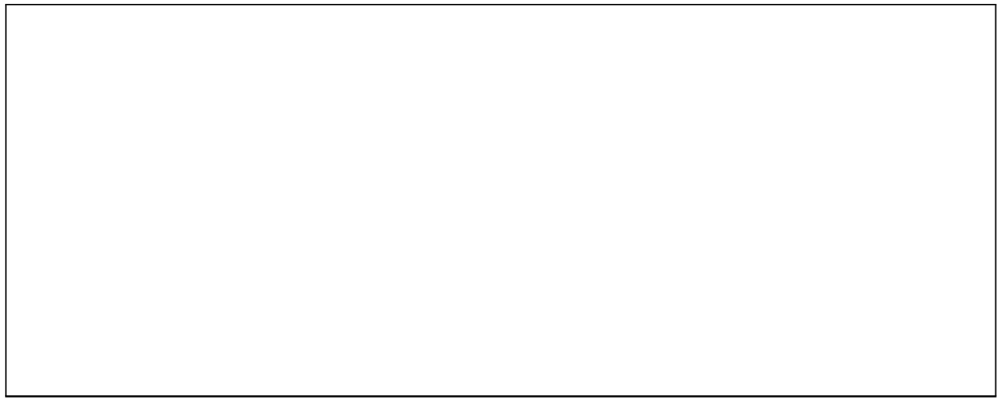
Women of the market - a film about the working class women who have worked in Brighton Open Market for the last 100 years. Made by a community film crew.

Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

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

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

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



## **Solving the problems of the charity**

In this period Quiet Down There

- worked creatively with 1628 people
- launched a new website
- gained 300 followers on instagram
- raised funding from 11 new funders
- saved our local community £2000 on their laundry bills
- worked with a consultant on developing a community laundrette on London Rd.

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**Chiefly of policy of the reserves**

QDT strives to have three months of reserves at all times. Currently that is £12,000.

**Details of any funds materially**

At the end of May 2023 we had a deficit of £4193. This is because of increased staff costs from sep-march however staffing levels returned to previous levels as of May 2023.

**Further financial review details (Optional information)**

**Additional information on the investment policy and by**

During this financial year Quiet Down There received funding from:

Brighton & Hove City Council  
Rampion Community Fund  
Sussex Community Foundation  
Awards for All  
Heritage Lottery Fund  
Albert Hunt Trust  
Chalk Cliffs Trust  
Pebble Trust  
Brighton Soup  
University of Brighton  
Sussex University  
Barrow-In-Furness CPP  
Milton Keynes Council  
Kings College, London

<b>Section F</b>	<b>Other optional information</b>
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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)

	
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Full name(s)

Victoria Patrick	
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Position (eg Secretary, Chair, etc)

Chair	
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Date

23 June 2023
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