

Brenda Peers-Ross
29 Drift Road
Selsey
Chichester
West Sussex
PO20 0PW

Independent Examiner's Report to the Trustees of:
QUIET DOWN THERE
Registered Charity Number: 1199375

I report on the accounts of the charity for the year ended 31st May 2025 which are set out on pages 1 and 2 of Charity Commission form CC16a of the financial report.

This report is made solely to the Trustees in accordance with Section 43(3) of the Charities Act 2011. My work has been undertaken so that I might state to the Trustees those matters which I am required to state to them in an independent examiner's report and for no other purpose. To fullest extent permitted by law; I do not accept responsibility to anyone other than the Trustees for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of accounts; you consider that the audit requirements of Section 144 (2) of the Charities Act 2011 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commission under section 156 of the Act, whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts, presented with those records. It also includes consideration of any unusual items or disclosures of the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view," and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

I have completed my examination. I confirm that no matters have come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting records of the Act have not been met.
2. or in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

Brenda Peers-Ross

Brenda Peers-Ross FMAAT, ACIE
24th September 2025



Receipts and payments accounts

CC16a

For the period
from

01/06/24

To

31/05/2025

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	1,881	4,000	-	5,881	10,100
Grants	11,335	37,733	-	49,068	61,122
Fees for charitable services	1,028	10,100	-	11,128	11,281
Other	30	-	-	30	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	14,274	51,833	-	66,107	82,503
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	14,274	51,833	-	66,107	82,503
A3 Payments					
Wages and NI	-	20,000	-	20,000	25,074
Pension	-	-	-	-	1,090
Rent & Services	3,309	3,000	-	6,309	11,857
Insurance	-	220	-	220	331
Internet/email/website	-	1,242	-	1,242	1,167
Office costs	1,185	1,000	-	2,185	155
Prof fees/training/one-off costs	2,716	3,000	-	5,716	2,447
Project costs	-	4,147	-	4,147	4,502
Freelance staff	-	11,716	-	11,716	12,254
Sub total	7,210	44,325	-	51,535	58,877
A4 Asset and investment purchases, (see table)					
Fixed assets (washer & dryer)	-	-	-	-	4,351
Loan repayment	4,064	-	-	4,064	1,122
Sub total	4,064	-	-	4,064	5,473
Total payments	11,274	44,325	-	55,599	64,350
Net of receipts/(payments)	3,000	7,508	-	10,508	18,153
A5 Transfers between funds	16,354	-	-	-	-
A6 Cash funds last year end	9,002	34,045	-	43,047	24,894
Cash funds this year end	28,356	25,199	-	53,555	43,047

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash in bank 31st May 2025	28,356	25,199	-
		-	-	-
		-	-	-
	Total cash funds	28,356	25,199	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

B3 Investment assets**Details**

Fund to which asset belongs

Cost (optional)

-
-
-
-
-
-

Current value (optional)

-
-
-
-
-
-

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

Miele Dryer PDR307 HP S/N: 41/178108395*
Miele WED665 Wcs Twindos 8kg Honeycomb drum#1
Miele WED665 Wcs Twindos 8kg Honeycomb drum#2
Miele Dryer PDR307 HP S/N: 41/17818205
*Miele Dryer 2024 accounts cost £2,188 should have been £3,351

Fund to which asset belongs

Cost (optional)

3,351
858
1,000
2,681
-
-
-
-
-
-
-

Current value (optional)

2,681
603
900
1,877
-
-
-
-
-
-
-

B5 Liabilities**Details**

Bounce Back Loan

Fund to which liability relates

HSBC

Amount due (optional)


8,298
-
-
-
-
-


When due (optional)

01 March 2032

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

Signature





Print Name

Charlotte Levine

Victoria Patrick

Date of approval

19/09/2025

19/09/2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period 1st June 2024 - 31st May 2025

Charity name: Quiet Down There

Charity registration number: 1199375

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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 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	During this period Quiet Down There delivered: <ul style="list-style-type: none">• 600 sessions to wash and create• Layers of London Road textiles project• Duty - 16 online sessions of women's discussion group• 10 will writing sessions• women of the market film screening at a brighton film festival• Jigsaw club and sales• HAF development - filmmaking sessions for 14-16 year olds in receipt of free school dinners• Eco-laundry education with Julie Bicycle• Delivered 6 months of creative sessions for Vincent Dance Theatre• Delivered energy advice for the Centre for Sustainable Energy• Co-created London Road Creative Network who have met 3 times
Statement confirming whether the trustees have had regard to the guidance	Para 1.18	QDT takes into accounts the Charity Commissions guidelines on public benefit when planning its activities.

issued by the Charity Commission on public benefit		
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	None
Policy on social investment including program related investment	Para 1.38	None
Contribution made by volunteers	Para 1.38	QDT has 3 regular volunteers who work on creative projects and help out in the laundry. They are very generous with their time and contribute in-depth knowledge of the local area
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>Between June 24 and May 25 QDT achieved:</p> <ul style="list-style-type: none"> -1000 free washes for local people with saving of over £12,000 -A commission from Sussex University to input into creative placemaking for London Rd - supporting local people to have a voice in the planning process -Screening of our community-made film documenting the role of women in the market. Platforming local women's stories which often get overlooked. -Co-created London Road Creative Network - a space for artists, arts organisations and grassroots organisations to meet. -Delivering energy advice to 20 households per month using creative activities to discuss energy use

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	QDT are in a good financial position at the end of May 25 with unrestricted funds of £28356 and restricted funds of £25,199.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold £9000 reserves as they are the equivalent of 3 months overheads which would be needed to wind down the charity.
Amount of reserves held	Para 1.22	£9000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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	University of Sussex Centre for Sustainable Energy Awards for All Brighton & Hove Council Homity Trust Woodward Trust Rampion Community Trust Enjoolata Arts Council Albert Hunt Trust
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	Reliance on project funding to cover core costs.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
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	Trustees are recommended by either the Director or another Trustee and then discussed and agreed at the Trustees meeting.

Reference and Administrative details

Charity name	Quiet Down There
Other name the charity uses	QDT
Registered charity number	1199375
Charity's principal address	Studio 6, Brighton Open Market Balcony, Marshalls Row Brighton 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)
1	Victoria Patrick			
2	Charlotte Levine			
3	Beth Allan			
4	Stella Simms			
5				
6				
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

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
Digital Advisor	David Flindall	Flat 4, 14 Waldram Park Road, London SE23 2PN

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

Lucy Jefferies

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)	Victoria Patrick	
	Position (eg Secretary, Chair, etc)	Chair of Trustees	
	Date	4th June 2025	