



Breathing Space

Annual General Meeting Report
Year ended: 31st March 2022

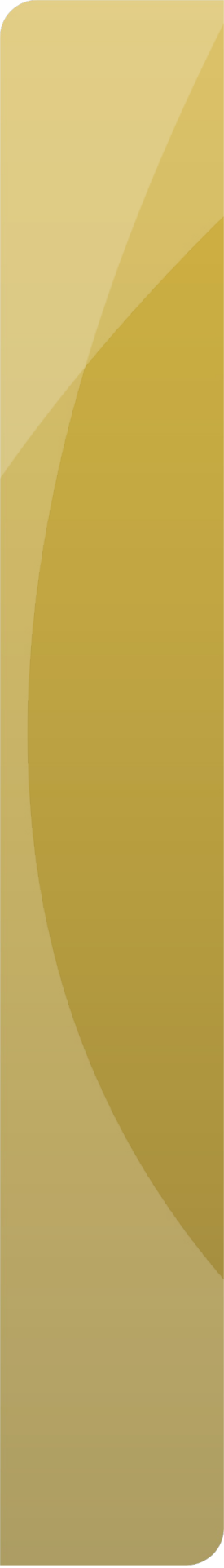
Charity no 1207717

Breathing Space

Annual General Meeting Report

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Item 1 Agenda Annual General Meeting 9th July 2025

1. Welcome (Chair)
2. Prayers
3. Apologies for Absence
4. Minutes of AGM 2023/24
5. Board Reports for 2024/25
 - 5.1. Chairperson's Report – Noel Dixon, Chair
 - 5.2. Project Coordinator's Report – Katie Adams
 - 5.3. Secretary's Report - David Wilcox, Secretary
 - 5.4. Treasurer's Report - Robert Dean, Treasurer
 - 5.5. Fundraiser's Report – Denis Daggett
 - 5.6. Health & Safety Report - David Wilcox
 - 5.7. Safeguarding Report – David Wilcox
6. Election of new Trustees
7. Close



Item 2 Minutes of Annual General Meeting 2023/24

Minutes of Trustees' Annual Meeting held in church at 6.30pm on Thursday 4th July 2024.

(The Project Coordinator's Report will also be delivered during the Sermon at the 9:15am Eucharist

Service on Sunday 15th September 2024)

Those present:

Trustees:

Noel Dixon, Chair (**ND**); Gillie Boggon (**GB**); Denis Daggett (**DD**); Robert Dean, Treasurer (**BD**); Bethan Lacey (**BL**); Revd Michael Peers (**MP**); David Wilcox, Secretary (**DW**).

Project Coordinator: Katie Adams (**KA**).

Guests: Revd Caroline Dick; Diana Dixon; Steven and Susan Goss; Jennifer Wilcox.

Partners: None

1. Welcome by Chair:

ND introduced and welcomed everyone to the meeting.

2. Prayers. ND

3. Apologies for absence received from:

Amanda Hillary; Robin Minney; Revd Bill Jackson; Alan Suggate.

4. Minutes of AGM 2022/23

The minutes of the 2022/23 meeting (printed in AGM Booklet Year ended 31st March 2024) were amended, as shown in **red** below, and then accepted as a true record at the meeting and signed by Chair.

- Page 8 Election of Bob Dean as Treasurer – proposed by ~~BD~~ **DW**
- Pages 1,23, 24 and rear cover should read Katie ~~Adamson~~ **Adams**

The changes were proposed by **DW** and seconded by **ND** and agreed by all.

5. Board Reports for 2023/24

All of which are printed in full in AGM Booklet.

Chairperson's Report

Firstly, **ND** opened by saying he wasn't happy with his photo, and he would like it changing for next year. He went on to say that he was very pleased with the transition of the Project Coordinator's between Gillie and Katie and saddened at losing two Trustees; Jennifer, a founder member and Revd Bill Jackson who had a wealth of knowledge. ND gave special mention to David Wilcox and Denis Daggett for their help and assistance and the social support that Denis offers.

Project Coordinator's Report

This was Katie's first AGM and she first thanked the Trustees for employing her. In her six months of employment with Breathing space she had felt completely at home and found that help was always available.

Activities:

Men's Shed: a brilliant activity and special thanks to Denis.

Get Active: there is to be a change of instructor as Sandra (Mountjoy) finds the travel to her new house too much. A replacement has been found who will attend a session on 17th July as a first look around.

Woodland Wonders: this is a brilliant activity for kids and so too is Pat (Bainbridge). Summer dates are out and booked already.

Arts and Crafts: Carrie (Dennison) has had three sessions, including Messy Mandalas which have all been sold out. There has also been a talk by Durham University Oriental Museum on Ancient Egyptians.

Sensing the Seasons: As a Trustee, Gillie will deliver this activity, keeping the same Fridays as before.

Walk & Talk: Zoë Lane has left and now we have one Counsellor (David Tierney) on board and two others are being processed. We are now getting referrals from Social Prescribers, Alzheimer's Society and direct referrals.

Folksinging: This is **KA's** highlight of the week, and she works with her door open so she can listen. Benny Graham, one of the Pitman Poets, will be running a 10-week course in September.

In general KA feels its going well and she loves it!

Secretary's Report

DW said the report was factual and went on to welcome Katie as Project Coordinator and Gillie who has become a Trustee. The transfer of personnel had been seamless.

Fundraising Report

The Lottery saw Breathing Space as a deserving case and awarded another three years funding along with an additional grant earlier this year. Fundraising, at present, is less of a worry. Local Giving has raised some £19k since its inception with three anonymous core funders contributing approximately £1500pa. These people were thanked via the AGM document.

Treasurer's Report

BD asked those present to note an error on P 21 under Petty Cash – Reverse Accruals should read 31.03.2023.

BD highlighted the key figures in his report: as 1st April 2023 the opening balance was £41k, there had been an income of £47k and an expenditure of £37k (giving a balance of an additional £10k). Closing balance was £51k. A further £17k is due to be received from the Lottery soon. **BD** went on to say that with such large amounts held in the current account, investments could be made if Trustees wanted to. Petty Cash had a float of around £200.

BD also mentioned that he had stopped working with accruals as he felt it was unnecessary at this level and accounts were now a cash balance.

Health and Safety

There had been one accident during the year and learning outcomes had been adopted.

Safeguarding

We currently have 14 volunteers either on the PCC or working for Breathing Space. At present 11 have completed basic awareness training four have completed foundation level training and one has completed leadership level. All outstanding safeguarding training to be completed in 2024. There have been five DBS checks completed this year. The safeguarding training can be completed online.

6. Elections

Election of Officers:

Daggett Chair: Noel Dixon was proposed by D. Wilcox and seconded by D.
Secretary: David Wilcox was proposed by N. Dixon and seconded by G.
Boggon Treasurer: Bob Dean was proposed by D. Wilcox and seconded by B. Lacey

All Trustees agreed to continue their positions on the Board.

Noel Dixon; Gillie Boggon; Denis Daggett; Robert Dean; Steve Ellis; Revd Michael Peers; Bethan Lacey and David Wilcox.

7. Any other business

ND encouraged people to join the Board and become Trustees and encouraged Volunteers, particularly for Woodland Wonders. He went on to say that Breathing space was now in its 14th Year.

8. Date of next meeting

The next meeting of Trustees will be on Monday 15th July in church at 5:30pm with GB saying opening prayers.

9. Close:

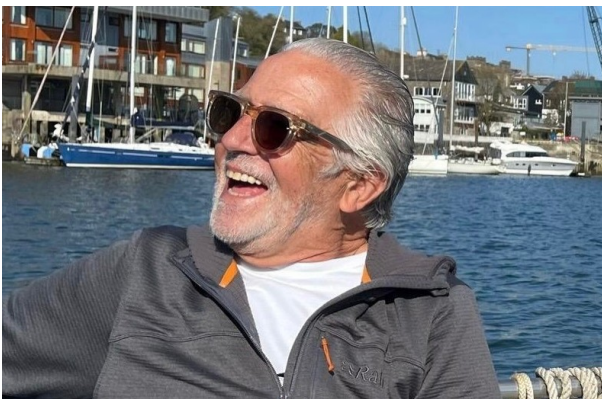
The meeting closed at 18:10

Signed
Date

.....(Chair)

Item 3

Chairperson's Report



Breathing Space has been extremely fortunate that in each stage of our development we have been able to recruit the right Project Coordinator for that phase. I would like to say this was down to the skill of the trustees but that would be a lie. We advertised and our wonderful coordinators (Pam, Gillie, Katie) applied. They were the stand out candidates so there was no skill in selection required from the trustees.

There were necessary skills involved in designing the selection process and we are indebted to one of our newest trustees for the professional manner in which we were able to proceed. Unfortunately, Bethan Lacey is leaving us and moving away. Bethan took her role as a trustee very seriously and has

been instrumental in modernising the board. She will be a big miss.

I must also report that Gillie Boggon is also leaving. Gillie retired as Breathing Space Coordinator last year and agreed to continue as a trustee to facilitate the transition and continue to run our Sensing the Seasons walks. Her support and wisdom have been invaluable in making the change run smoothly.

Amanda Hilary attended several meetings and has subsequently agreed to join the board. She has a wealth of volunteering experience and is from a much needed, younger generation.

2024/25

Katie hit the ground running and has streamlined many of our procedures and created a more secure digital, operating environment. Her work around our Forest Schools projects and safeguarding procedures was outstanding. She has a very relaxed style, thoroughly enjoys working in our green space and regularly shares her local, wildlife observations on Facebook.

Les Young, who led our woodworking sessions in Men's Shed, has retired. Les

was one of our very earliest volunteers and his robust sense of humour is missed every week. He created bird boxes, hedgehog boxes and even made half a model ship. I and many others have benefited from his knowledge when approaching practical tasks.

One of the privileges in being involved with Breathing Space is getting to know all the people who come to our various activities. We have become increasingly aware that the social contact, interaction and support makes a real difference to mental health. To be part of this is a real pleasure and whenever I reflect on our Breathing Space community, I find myself smiling. I started volunteering to give something back but find myself gaining so much more from being involved.

I am grateful to our trustees for all their hard work. In particular thanks to David who makes the whole organisation work. To Denis for his involvement with Men's Shed and for the additional social support he provides to all the guys. To Bob in sorting out our accounts and

acting as hospitality host to our Men's Shed guys.

We continue to encourage younger people to join our board and really need more volunteers to help grow our activities. This is our 15th year. Our latest lottery grant, for projects, runs out this next year and for core costs the year after. "The cost of living crisis" has changed the funding landscape with health and well being projects taking second place to more urgent needs. It looks likely that we will need to source funds from a wider range of providers in the future and this brings its own problems in term of reporting and management. We are aware of the challenges and look forward to Breathing Space continuing into our 20th year and beyond.

Noel
Dixon,
Chair.
May
2025



Item 4 Project Coordinator's Report 2024/25



This is my second year as Project Coordinator for Breathing Space. Usually with a new job there is a honeymoon period, followed by settling in and feeling less enamored with one's lot. This has not happened here. I am still grateful every day for the support and warm response I receive from the team here at Breathing Space and for coming to work each morning. I am very proud of the work we do and the people we help both individually and as part of a community. As was the case last year, I very much look forward to the future of our activities this past year:

*"It is an honor
figurehead of
Space, but the*

Denis Daggett remains vital to the provision of the Men Shed, offering his time and knowledge without fail. His enthusiasm and skills keep the sessions enjoyable for the men who attend, and Free the Way drug and alcohol service, and Lanchester Road Hospital. Funding for the next year of Men Shed has been secured from the service. network. Over the past year, we have seen 48 individuals attend 32 sessions.

We said goodbye to Les Young this year as he decided to take his well earned retirement, but we have had the benefit of Dan who has stepped up and led several activities, and Dan continues to be a very valued regular member of the team. We are also advertising for more help, in particular to lead more environmental based activities for the men. Qualified counsellors are available to support the men. We are also advertising for more help, in particular to lead more environmental based activities for the men. Qualified counsellors are available to support the men.

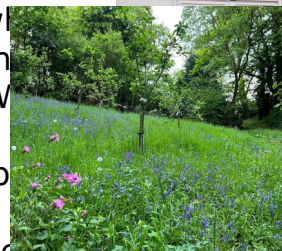
Get Active

Get Active is a gentle exercise group aimed at those who want to start to increase their physical activity. It is suitable for older members of the community and for those who are recovering from illness who just want to enjoy some activity in a safe and supported environment. We provide the sessions at the Sacriston Methodist Church in Witton. Former facilitator Sandra Mountjoy left us this year as planned, and sessions have been taken over by Sheila Richardson. Sheila has a more yoga based approach as opposed to Sandra's Tai Chi, but the sessions have not changed enormously and still have the same well formed group.

Funding from the Lottery for Get Active has now ended, so we will be seeking further funding asap. Over the past 12 months there have been 42 individual Get Active participants, totalling 553 attendances.

Arts and Crafts and Mindfulness

Our mindfulness walks and courses have now ended, due in most part to Gillie's retirement as she delivered these sessions. Attendance had dropped, with only 15 individuals attending the monthly Sensing the Seasons walks this year, and attendance averaging 2 people, so when Gillie retired, we combined our arts and crafts and mindfulness budgets, since we were hearing from our participants that arts and crafts



convenient for participants and has been very well received.

We also have a new group, The Witton Wool Loop, designed by the participants themselves. Meeting every week, and very well attended, the Woolies bring their own wool based project to complete together. It is a wonderfully supportive group, with all participants helping each other and working together to help each other complete projects. In pleasant weather they sit outside and benefit from our gorgeous grounds too!

The Witton Wordies have had a set of sessions on songwriting with local musician Peter Morris. It was hoped that this may breathe new life into the group, and although that was unsuccessful with low attendance, it was a very enjoyable

set of sessions for those who did attend. The Wordies are taking a break for now, until there is appetite to resume.



Arts and Crafts have seen 84 individuals attend a total of 316 times this year.



Folk Singing

As always, our folk singing group is in fine voice, meeting weekly and performing at various special events. They enjoyed some workshops with Benny Graham again this year and as always this went very well indeed. We are hoping to persuade Benny to come again soon.

Woodland Wonders



Woodland Wonders is always a fantastic service. Children at our forest school have learnt about the natural world and had much fun doing so. We will aim this coming year to find new younger children to benefit from these wonderful sessions, and we would like to run a 'Young Rangers'

course too, training older children to become helpers and learn important life skills.

Pat Bainbridge leads these sessions with such passion and enthusiasm, her hard work and dedication are so very much appreciated.

This year, with the help of our fantastic volunteers, we worked with 134 individuals, with 109 attendances at our Woodland Wonders sessions.



Walk & Talk

Our outdoor counselling service Walk & Talk has gone from strength to strength. We have 3 active qualified counsellors, and a fourth going through due diligence checks and hoping to work with us very soon. Our referral pathways are strong, with NHS sending the bulk of the clients, but other organisations and self referrals also coming through reliably.

We have a small waiting list, which with the new counsellor will hopefully stay small, and we now have capacity to see clients all week, *What are people saying about the* including weekends and evenings, which is an *activities.....*

enormously helpful part of the service. Feedback from referrers is that this is Walk & Talk: an incredibly

impactful service which is much *"David was very sympathetic and* appreciated by referrers and clients alike. We

patient. I do not share easily and even have offers of NHS rooms to use in case *found it easy to share with him"* of inclement weather.

This year saw 7 participants attend 32 sessions, however that number is set to rise *enjoyed* rapidly with the establishment of this now

Men's Group:

"Thank you so much, I really

t

h
a
t
.
”

robust service.

*“No problem at all,
happy to help, it’s*

*good to be contributing
not just
taking.”*

Future

The activities part of the lottery funding Wool Group: period has now ended, affecting arts and *“I can’t remember the last time I* crafts (mindfulness), Get Active, and Walk & *actually spent time on myself.”* Talk. An extension has been granted for Walk *“I spent all week excited for this*

& Talk, meaning we have an extra year to *group!”* spend this budget due to the inevitably slow

start the service had in regenerating. The

Art Sessions:

funding scape is somewhat bleak for health and wellbeing charities at the moment, as *“That was so relaxing, thank you so* focus is mostly on the cost of living crisis, but *much.”* there are still avenues to explore, and I will *“This is the best thing I have ever*

work to secure funding where necessary.

created, I’m so proud of myself.”

I must once again thank Carrie, our admin Woodland Wonders: volunteer, who has supported me weekly, and *“Have attended a few sessions now* helped me to develop new ways of keeping *and all have been brilliant.”* our data, and a whole new database. Also, *“Very enjoyable morning.”*

thanks must go to Noel Dixon and David *“Lovely session, thank you.”* Wilcox, my day to day support and providers

“Pat is brilliant.”

of the answers to all the questions I’m

*“Pat is an excellent
Leader and*

frequently asked and can’t answer!

Katie Adams June 2025

were very welcoming. It's a lovely resource."

always gives her a on."
"Just really nice g who

Breathing Space Core Activities 2024/25



Men's Shed

The Men's Shed has been going over nine years and has a regular group of volunteers from Free the Way, Seaham. The volunteers alongside Friends of Witton Dene manage the Local Nature Reserve by carrying out maintenance work to keep the pathways accessible.



Get Active Again

Get Active Again is a gentle exercise aimed at those who want to start to increase their physical activity. This is also delivered 'on the doorstep' for those who find it difficult to attend sessions.



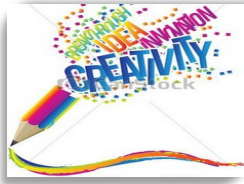
Woodland Wonders

Family activity encourages shared experience and can support the development of positive relationships within the family unit. Within the Woodland Wonders Programme there are opportunities for families to work together to problem solve and to create.



Counselling

Funding has enabled Breathing Space to engage a qualified counsellor to deliver counselling sessions on the go! This has become a core activity.



Creativity

Folk Singing, Wool Group and Arts & Crafts all of which can be booked on-line. Come along even for a natter!



In partnership with Durham County Councils' Health Walks, Leaders hold walks every Friday which are approximately 1 hour and 30 minutes duration or 3-3.5 miles long.

Item 5



Since the Annual General Meeting held on 4th July 2024, Trustees have met six times during this term with the focus of business being the change of status from Charity to Charitable Organisation and the management of the Lottery Grant. The Project Coordinator, Katie Adams settled in beyond Trustees expectations and kept them up to speed with the daily running of the charity. The notable points/events include:

- In May 2024, it was confirmed that Breathing Space was first registered as

a

- In July 2024, the Trustees learned from Stephen Ellis, that all

Charitable Incorporated Organisation (CIO) on 3rd April 2024. The merger Declaration was signed by Trustees on 17th April 2024 and on 30th April 2024 an Order was received to allow the transfer of assets and liabilities. Also discussed at the meeting was need for a Code of Conduct for Trustees and Bethan Lacey was to prepare a draft. Trustees also discussed the need to update the existing website, that was no longer functioning, to a new version based on Google. Trustees also agreed to arrange a meal out for the two retired Trustees, Jennifer Wilcox and Bill Jackson when Bill returns from holiday.

actions had been completed in respect of CIO status. Trustees approved a Code of Conduct and now turned their attention to a Skills Audit, as suggested by Bethan Lacey. Katie Adams, Project Coordinator had set up

Secretary's Report 2024/25

Google Workspace and all Trustees now have @breathingspace email addresses. Trustees also learned that the new website was up and running and had been separated from the Wordpress host. It was also confirmed to Trustees that Amanda Hillary will join the Board, subject to the usual checks. Bob Dean, Treasurer, was given a budget to cover training costs in respect of the move to Quickbooks accounting.

- The Trustees next met in September 2024 where those present welcomed the opportunity to complete a skills audit, particularly as a further two Trustees are expected to leave soon. The exercise will shape the description for a position as Trustee. Katie Adams confirmed that the Lottery Report had been completed and forwarded to Lynn Stoddart of the Lottery, who had been impressed at several aspects of our new ways of working. It was reported to Trustees those measures which had been introduced in respect of a safeguarding issue at Woodland Wonders to prevent a reoccurrence. Denis Dagget advised Trustees that a

considerable donation had been received from Jenny Tinkler in respect of the passing of her husband John Tinkler (total donation £778). A specific item would be purchased for Woodland Wonders in memory of John. It was reported to Trustees that the updating of the Health & Safety Manual

was in progress. Also reported was the training of three volunteers for Woodland Wonders. Trustees also received a request from Robin Minney to update the Breathing Space Prayer Book.

- In November 2024 the Trustees met and discussed the upcoming date for the outgoing Trustees meal; the Breathing Space Prayer book; membership of NCVO; the Skills Audit and the need to upgrade lighting in the Project Coordinator's Office. Katie Adams' report recommended training with the Guide Dogs Charity which was accepted. Denis Daggett presented his report on Fundraising and highlighted a £70 donation from sponsorship of Emily Dixon writing her novel (total raised £369). It was also reported that £445 had been received from the village bonfire and that donations in memory of John Tinkler were now more than £900. As part of Health & Safety discussions, it was agreed to fund a First Aid course for Katie Adams. An updated Safeguarding Policy was presented to Trustees by David Wilcox, Parish Safeguarding

Officer. This was approved. A question was raised by Noel Dixon regarding insurance cover for Breathing Space in respect of Safeguarding issues. Stephen Ellis agreed to look at this.

- A full meeting of Trustees took place in

January 2025, and Noel Dixon confirmed that the combined St Michael's and Breathing Space leaflet was complete, and copies were at the back of church. Trustees were advised that all but one had completed the Skills Audit and a record of strengths and weaknesses was now available. There were a variety of questions one of which gave the longevity of the Board which, after three years would be reduced to only two trustees. At the meeting, Trustees also agreed to complete a policy review. The Human resources element of the policies were recently updated for the Project Coordinators recruitment process, but this still left many to be reviewed. Katie, in her Project Coordinator's report identified some issues which needed to be resolved. In respect of Mindfulness, there has been difficulty in finding a

new trustees on the County Durham Volunteering website. Trustees were asked to visit the site and read the advert. In respect of the policy review, Stephen Ellis pointed out that the Charity Excellence website provides templates for policies, and this could be used for the review. It was agreed that both Stephen and Katie Adams would identify policies for review and

successor for Gillie Boggon and suggests that the funding be absorbed into the Arts and Crafts, subject to the Lottery approval. Secondly, the Walk & Talk programme is falling behind projected spending levels. It was agreed that a supplement be paid to counsellors to encourage engagement of clients for a period of 3 months and review. Denis Daggett highlighted the donation from Lone Wolf which was £1750 raised as sponsorship for an endurance run. It was reported to the Board that at Men's Shed there was an accident which required hospital treatment. David Wilcox, Parish Safeguarding officer, asked the Board to approve two statements issued by the Church of England confirming that Breathing space complies.

- In March 2025, the Trustees were advised that the Code of Conduct is now stored on the shared drive along with the signatures of Trustees. Trustees were asked to note that the skills audit had been used to publish an advert for

"..... the way the Trustees work together is amazing!"

David Wilcox, Secretary

prepare a list for Trustees in the Safeguarding Officer, advised Trustees. Soulfulsessions had been completed. A letter of resignation had been received. Bethan Lacey explained that this was moving away. Trustees stated both Gillie and Bethan for all they had done for Breathing Space. It was agreed that their resignation should be in the form of a picnic ration.



As can be seen, Breathing Space has had a busy year with the change of charitable status, the loss of Trustees and the change of Project Coordinator. It has not been an easy year for the Project Coordinator with pressures on spend of the Lottery Grant being the main concern, but Katie has weathered the storm and put Breathing Space on an even keel and dragged the Trustees into the 21st Century regarding technology. Thank you, Katie! As usual, a lot of hard work has been put in by Trustees to obtain these outcomes and 2024/25 has been yet another successful year.



David
June 2025
Secretary

Wilcox

Item 7 Treasurer's Report 2024/25



	<u>Totals</u>
	£
Opening Bank Balance 1 st April 2024	49,006.17

INCOME 2024/25

Core Cost Income

Lottery Grant	Core Costs	19,999.50
Local Giving & Donations	Core Costs	4,652.98
Transfers	Core Costs	1,500.00
		26,152.48

Project Income

Grants, Sundry income	Get Active	6,326.40
Grants, Sundry income	Men's Shed	1,840.00
Grants, Sundry income	Woodland Wonders	2,149.74
Grants, Sundry income	Walk & Talk	11,753.50
Grants, Sundry income	Arts & Crafts	2,005.70
Grants, Sundry income	Mindfulness	1,000.00
Grants, Sundry income	Welcome Spaces	0.00
		25,075.34

Total Income 2024/25	51,227.82
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EXPENDITURE 2024/25**Core Costs**

Salary and Payroll costs	15,156
Communications and copying	844
Rental	2,35
Annual insurances	1,64
	20,024

Project Costs

Course Leader & rental	Get Active	4,87
Course Leader & Misc	Men's Shed	4,17
Course Leader	Woodland Wonders	2,55
Course Leader	Counselling	1,45
Course Leader	Arts & Crafts	2,49
	Welcome Spaces	2,38
		17,962

Total Costs 2024/2025

37,986Net Movement
2024/25**13,296****Closing Balance
31st March 2025****62,213****Petty Cash**

Balance at 31.03.2025

(151.30)

Petty cash B/fwd	200.00
Reverse accruals	
31.03.2024	
As per Bank Statement	62,322.
31st March 2025	83

Bob Dean
June 2025

Treasurer

Item 7



345	Woodland
Wonders	£2049
Folk singing	£1661
Get Active	£1797
Arts & Crafts	£ 245
Knitting Group	£ 71
Sighted Training	£ 19

Breathing space continue into their second of three year funding via Lottery grant which was further increased by £1596 to compensate for inflationary costing/wages. The annual grant from Durham County Council for £3000 was allocated to the Men's Shed budget.

In total the various donations to Breathing Space amounted to £10,987 of which £2130 came via the successful Local Giving Page which enhanced much of the donation by 25% gift aid. The donated monies were apportioned as follows to the various activities listed below; -

Core unrestricted
£4800 Men's Shed £



Fundraiser's Report 2024/25

Special mention must be made to several benefactors namely a bequeath of £778 in memory of John Tinkler.

Also, the annual bonfire committee donated once again £448. Noel's daughter Emily wrote a novel, and her supporters donated £369. CHAD £250 to woodland wonders and finally for the second year running Stephen Jack raised a magnificent £1750 by completing a 100 mile 24 hour run.

Denis Daggett
June 2025

*"A huge thankyou to
Stephen Jack and David
Mortimore of Lone Wolf
for their effort in raising
so much money for
Breathing Space!"*

Denis Daggett

Item 8

Health & Safety Report 2024/25

The Health & Safety Policy is a standalone document, but it is intrinsically linked to the St Michael and All Angels Health & Safety Policy. The Policy was

accepted in December 2013 and a signed copy resides in the Safety File, which can be found in the Vestry.

The policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees, casual labour and voluntary helpers including those associated with the Breathing Space Project, and to provide such information, training and supervision as they need for this purpose.

The policy will also endeavour to ensure, so far as is reasonably practicable, the health, safety, and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings, including those persons associated with the Breathing Space Project.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made. The last review was carried out in April 2024.

To ensure that health and safety matters are kept constantly under review, an item on health and safety is on the agenda for all meetings of the Parochial Church Council, Breathing

Space Trustee's meetings and Health & Safety subcommittees. Employees, voluntary workers, and the congregation will be consulted on a regular basis in order to seek their views on health and safety matters.



Recorded Accidents

There was one reported accident in 2024/25:

- Flying timber causing facial injury to a volunteer during Men's Shed which required hospital treatment.

Learning outcomes will be embodied into best practice where necessary.

As part of the continuing development of the Safety File, identification of hazards and associated risk assessments have been prepared in conjunction with the Breathing Space Officer. When new activities are introduced, either for Church or Breathing Space these are added to the file.

The Fire Risk assessment was completed recently and has been approved by the PCC in June 2025 and will be brought to the next Trustees meeting.

David Wilcox
Health and Safety Officer

To emphasise the importance that the Breathing Space places Safeguarding, it remains a standing agenda item at each Trustee meeting. Our safeguarding practice is rooted in the nature and love of God shown in a basic commitment to giving equal worth to all. Safeguarding is at the heart of our mission and our message as a charity. We invite vulnerable people to activities of Breathing Space and many of our participants view it as a safe place to be and it is our duty to ensure that it is such a place.

Statement of Safeguarding Principles

At Breathing Space, we are committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people, and vulnerable adults within the church.

- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

Safeguarding Policy, Guidance and Information

The Safeguarding Policy was reviewed and updated in November 2024 and a PDF copy can be downloaded from the church or Breathing Space

Item 9

Safeguarding Report 2024/25

website or a hard copy found in the Health & Safety File located in the Vestry. We continue to work in line with Church of England Safeguarding Policy and Practice Guidance. The updated Safeguarding Handbook has been adopted by the PCC this year.

Safeguarding Learning and Development

We currently have 14 volunteers either working for Breathing Space or

the PCC. At present 11 have completed Basic Awareness training (C0), 4 have completed Foundation Level (C1) and 1 has completed Leadership level (C2). All outstanding safeguarding training to be completed in 2024. There have been 5 DBS checks completed this year.

The Safeguarding Training can be completed online.

Concerns Raised

There were no safeguarding concerns that were raised through Breathing Space.

Next Steps

- To ensure all volunteers within Breathing Space have received the correct level of Safeguarding Training and/or DBS checks.
- Continue to monitor and renew DBS checks.
- Update Safeguarding Policy

Please don't hesitate to contact David Wilcox, Safeguarding Officer, Katie Adams, Project Coordinator or Revd Michael Peers if you ever have any questions or concerns regarding safeguarding.

David Wilcox, Safeguarding Officer

Safeguarding children, young people and vulnerable adults

Item 10

Administrative Information



Trustees

Noel Dixon, Chair of Trustees (reappointed 4th July 2024)

Robert Dean, Treasurer (reappointed 4th July 2024)

David Wilcox, Secretary (reappointed 4th July 2024)

Gillie Boggon (Resigned March 2025)

Denis Daggett

Stephen Ellis

Amanda Hilary (from July 2024)

Bethan Lacey (Resigned March 2025)

Revd Michael Peers

Project Coordinator: Katie Adams,

Principal Office:

Project Coordinator's Office,
St Michael and All Angels Church,
Coach Lane,
Witton Gilbert,
Durham DH7 6SX

Tel: 07508 471 522

Email: katie@breathingspace.org.uk

Website:

www.breathingspace.org.uk

Charity Number:

1207717

Independent Examiner:

Mark Thompson,
mtaccounts (Appointed March 2023)

Bank:

Lloyds Bank

Breathing Space

Katie Adams Project Coordinator

St Michael and All Angels Church
Coach Lane, Witton Gilbert, Durham DH7 6SX

www.breathingspace.org.uk

Breathing Space

Financial Statements

For The Year Ended 31 March 2025



Registered Charity No. 1207717

Breathing Space
Members of the Management Committee
and Professional Advisors
For the year ended 31 March 2025

The Management Committee have pleasure in presenting their report and the Financial Statements for the year ended 31 March 2025

Reference and Administrative Details

Charity No 1207717

Address 32 Friarside
 Witton Gilbert
 Co Durham
 DH7 6RY

Accountant Mark Thompson MAAT
 42 Lesbury Road
 Heaton
 Newcastle upon Tyne
 NE6 5LB

Bankers Lloyds Bank
 Durham Branch

Management Committee

Noel Dixon, Chair of Trustees
Robert Dean, Treasurer
David Wilcox, Secretary
Amanda Hillary
Denis Daggett
Stephen Ellis
Revd Michael Peers

Breathing Space

Trustees Report for the Year ending 31st March 2025

Objects:

1. To relieve the needs of people with health problems (including issues around mental, physical, emotional and spiritual health and wellbeing, as recognized by the World Health Organisation) in Witton Gilbert, surrounding villages and the wider north east region, by providing access to space, services, support and activities in and around the Church and land of St Michael and All Angels, Witton Gilbert and other land and spaces within the community.
2. To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their condition of life.

Structure, Governance and Management

The Trust is a registered charity, number 1148676, which Constitution was adopted on 19th March 2011 and amended (change of 'Objects') and readopted on 19th August 2012.

The Charity is managed and administered by committee comprising of between 5 and 10 Trustees, of whom 60% must be filled by members of St Michael and All Angels Church. A further 3 Trustees can be co-opted following the Annual Meeting. The management committee have the powers to raise funds, invite and receive contributions and undertake other activities as agreed in pursuit of the objects with the exception of permanent trading.

At bi-monthly trustees' meetings, the trustees agree the broad strategy and areas of activity for the Trust, including grant applications. The day to day administration of the charity is by the Project Officer with regular meetings with the Chair and Standing Committee (Chair, Treasurer, Secretary and Project Officer).

Achievements:

Breathing Space has been extremely fortunate that in each stage of our development we have been able to recruit the right Project Coordinator for that phase. I would like to say this was down to the skill of the trustees but that would be a lie. We advertised and our wonderful coordinators (Pam, Gillie, Katie) applied. They were the stand out candidates so there was no skill in selection required from the trustees.

There were necessary skills involved in designing the selection process and we are indebted to one of our newest trustees for the professional manner in which we were able to proceed. Unfortunately, Bethan Lacey is leaving us and moving away. Bethan took her role as a trustee very seriously and has been instrumental in modernising the board. She will be a big miss.

I must also report that Gillie Boggon is also leaving. Gillie retired as Breathing Space Coordinator last year and agreed to continue as a trustee to facilitate the transition and continue to run our Sensing the Seasons walks. Her support and wisdom has been invaluable in making the change run smoothly.

Amanda Hilary attended several meetings and has subsequently agreed to join the board. She has a wealth of volunteering experience and is from a much needed, younger generation.

Katie hit the ground running and has streamlined many of our procedures and created a more secure digital, operating environment. Her work around our Forest Schools projects and safeguarding procedures was outstanding. She has a very relaxed style, thoroughly enjoys working in our green space and regularly shares her local, wild life observations on Facebook.

Les Young, who led our woodworking sessions in Mens Shed, has retired. Les was one of our very earliest volunteers and his robust sense of humour is missed every week. He created bird boxes, hedgehog boxes and even made half a model ship. I and many others have benefited from his knowledge when approaching practical tasks.

One of the privileges in being involved with Breathing Space is getting to know all the people who come to our various activities. We have become increasingly aware that the social contact, interaction and support makes a real difference to mental health. To be part of this is a real pleasure and whenever I reflect on our Breathing Space community I find myself smiling. I started volunteering to give something back but find myself gaining so much more from being involved.

I am grateful to our trustees for all their hard work. In particular thanks to David who makes the whole organisation work. To Denis for his involvement with Mens Shed and for the additional social support he provides to all the guys. To Bob in sorting out our accounts and acting as hospitality host to our Mens Shed guys.

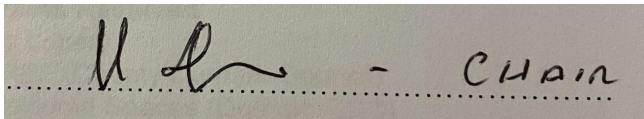
We continue to encourage younger people to join our board and really need more volunteers to help grow our activities. This is our 15th year. Our latest lottery grant, for projects, runs out this next year and for core costs the year after. "The cost of living crisis" has changed the funding landscape with health and well being projects taking second place to more urgent needs. It looks likely that we will need to source funds from a wider range of providers in the future and this brings its own problems in term of reporting and management. We are aware of the challenges and look forward to Breathing Space continuing into our 20th year and beyond.

Financial Review:

It is the policy of the charity to try to build up unrestricted funds, which are free reserves of the charity, to a level that equates to approximately 6 months unrestricted expenditure. This will provide sufficient funds to cover management and administration support costs and any emergencies that may arise from time to

Trustee Responsibilities:

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to comply with applicable law. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and

A photograph of a handwritten signature in black ink on a light-colored, textured surface. The signature is written in a cursive style and appears to be "H. A. - Chair". Below the signature is a horizontal dotted line.

Signed:Chair, on behalf of the Trustees, date: ...31st July 2025

INDEPENDENT EXAMINER'S REPORT

**Report to the
trustees of**

Breathing Space

**On accounts for
the year ended**

31 March 2025

Charity no 1148676

**Respective
responsibilities of
trustees and
examiner**

The trustees of the organisation are responsible for the preparation of accounts; they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an Independent Examination is needed.

It is my responsibility to

- examine the accounts (under section 145 of the 2011 Act),
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act), and
- state 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 Commissioners. 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 in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

**Independent
examiner's
statement**

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 130 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 25th July 2025

Name: Mark Thompson MAAT
Address: 42 Lesbury Road
Newcastle
NE6 5LB

Breathing Space
Statement Of Financial Activities
For the year ended 31 March 2025

		Unrestricted Funds 2025	Restricted Funds 2025	Total Funds 2025	Total Funds 2024
Incoming Resources	Notes				
Grant Income	2		38723	38723	36084
Donated Income		4284	4673	8957	6426
Subscriptions			3548	3548	4243
Total Incoming Resources		4284	46944	51228	46753
Resources Expended					
Direct Charitable Expenditure					
Projects and Activities			17970	17970	15146
Salary Costs			15186	15186	15687
Communications and Photocopying		109	424	533	323
Rent			2355	2355	2155
Insurance			1647	1647	1544
Accountancy		420		420	400
Subscriptions, Fees & Recruitment				0	751
Sundry Admin & Recharge Costs				0	1182
Total Resources Expended		529	37582	38111	37188
Net income (expenditure) for the year		3755	9362	13117	9565
Net Movement Between Funds				0	0
Total Funds as at 1 April 2024		13459	35747	49206	39441
Total Funds as at 31 March 2025		17214	45109	62323	49006

Breathing Space

Balance Sheet as at 31 March 2025

	Notes	2025		2024	
		£	£	£	£
Currents Assets					
Cash at bank and in hand		<u>62323</u>		<u>49006</u>	
		62323		49006	
Current Liabilities					
Net Current Assets					
			62323		49006
Net Assets					
			62323		49006
Funds					
	4				
Restricted Funds			45109		38414
Designated Funds			11231		4500
General Funds			5983		6092
			<u>62323</u>		<u>49006</u>

Approved by the Committee on31st July 2025

and signed on their behalf:

Handwritten signatures on a document. The first signature is "H. L." followed by "- Chair". The second signature is "R. Jen" followed by "- Treasurer".

Breathing Space

Notes to the financial statements for the year ended 31 March 2025

1 Accounting Policies

1.1 Basis of preparation of accounts

Financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006

Breathing Space meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

1.2 Grant receivable and local authority fees

Grants received are accounted for on a receivable basis and credited to income. Any grants restricted to future accounting periods are deferred and recognised in those accounting periods.

1.3 Funds

Restricted funds comprise funds subject to specific restrictions imposed by donors and funders. Designated funds are set aside by the Management Committee as described below (see note 4) Unrestricted funds comprise funds which can be used in accordance with the charitable objectives at the discretion of the Management Committee.

1.4 Expenditure

All is included on the accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

1.5 Legal Status

Note that Breathing Space Charity is a CIO, registered with the Charities Commission. Funds were received from Breathing Space charity no. 1148676 in May 2024. Any Restricted Funds balances were continued on from that date.

2 Grants Received

Big Lottery	37223
CREE (County Durham Council)	1500
Total Restricted Grants Received	38723

3 Employees

Total salaries for the year were	15186
The average no. of staff employed was 1.	

4 Analysis of Funds

Restricted Funds	Balance Apr-24	Income	Exp	Transfers	Balance Mar-25
Big Lottery Core Cost	1763	20000	-18112		3651
Core Costs Local Giving and Donations	6089	.			6089
CREE Grant	0	1500	-1500		0
Core Cost Seed Grant	0				0
Donations - Get Active	2521	1856			4377
County Durham Community Culture Sports Grant	0				0
Lottery Grant - Get Active	2167	4470	-4870		1767
DCC CREE - Mens Shed	6919	1500	-4174		4245
Big Lottery - Mens Shed	0				0
Donations - Mens Shed	841	340			1181
Donations - Woodland Wonders	2220	2150	-2595		1775
Donations - Folksinging	1601	1691	-870		2422
Emily Donations/P.Martin Workshop		370	-360		10
Arts and Crafts - Donations	420	244			664
Big Lottery - Mindfulness	280	1000			1280
Pioneering Care Happiness Hub	864		-1262		-398
Happines Hub Donations	62				62
Knitting		70			70
Lottery Grant - Walk and Talk	6160	11753	-790		17123
Donations - Walk and talk	840		-660		180
Prince of Wales's Charitable Fund - Walk and Talk	0				0
Welcome Spaces	3000		-2389		611
Total	35747	46944	-37582	0	45109
Designated Funds					
PCC Designated Fund	4500				4500
Local Giving, BBQ & Bonfire	2867	2534	-420		4981
Loan Wolf Donation		1750			1750
Unrestricted Funds					
General	6092		-109		5983
Total Funds	49206	51228	-38111	0	62323

Breathing Space

Financial Statements

For The Year Ended 31 March 2025



Registered Charity No. 1207717

**Breathing Space
Members of the Management Committee
and Professional Advisors
For the year ended 31 March 2025**

The Management Committee have pleasure in presenting their report and the Financial Statements for the year ended 31 March 2025

Reference and Administrative Details

Charity No 1207717

Address 32 Friarside
Witton Gilbert
Co Durham
DH7 6RY

Accountant Mark Thompson MAAT
42 Lesbury Road
Heaton
Newcastle upon Tyne
NE6 5LB

Bankers Lloyds Bank
Durham Branch

Management Committee

Noel Dixon, Chair of Trustees
Robert Dean, Treasurer
David Wilcox, Secretary
Amanda Hillary
Denis Daggett
Stephen Ellis
Revd Michael Peers

Breathing Space

Trustees Report for the Year ending 31st March 2025

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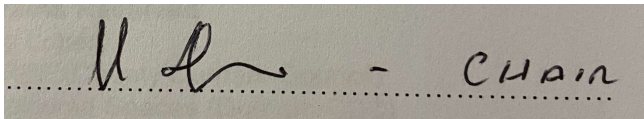
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Financial Review:

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Trustee Responsibilities:

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to comply with applicable law. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and

A photograph of a handwritten signature in black ink on a light-colored, textured surface. The signature is written over a horizontal dotted line. The name 'Chair' is written in a simple, sans-serif font to the right of the signature.

Signed:Chair, on behalf of the Trustees, date: ...31st July 2025

INDEPENDENT EXAMINER'S REPORT

**Report to the
trustees of**

Breathing Space

**On accounts for
the year ended**

31 March 2025

Charity no 1148676

**Respective
responsibilities of
trustees and
examiner**

The trustees of the organisation are responsible for the preparation of accounts; they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an Independent Examination is needed.

It is my responsibility to

- examine the accounts (under section 145 of the 2011 Act),
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act), and
- state 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 Commissioners. 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 in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

**Independent
examiner's
statement**

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 130 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 25th July 2025

Name: Mark Thompson MAAT
Address: 42 Lesbury Road
Newcastle
NE6 5LB

Breathing Space
Statement Of Financial Activities
For the year ended 31 March 2025

		Unrestricted Funds 2025	Restricted Funds 2025	Total Funds 2025	Total Funds 2024
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Rent			2355	2355	2155
Insurance			1647	1647	1544
Accountancy		420		420	400
Subscriptions, Fees & Recuitment				0	751
Sundry Admin & Recharge Costs				0	1182
Total Resources Expended		529	37582	38111	37188
Net income (expenditure) for the year		3755	9362	13117	9565
Net Movement Between Funds				0	0
Total Funds as at 1 April 2024		13459	35747	49206	39441
Total Funds as at 31 March 2025		17214	45109	62323	49006

Breathing Space

Balance Sheet as at 31 March 2025

	Notes	2025		2024	
		£	£	£	£
Currents Assets					
Cash at bank and in hand		<u>62323</u>		<u>49006</u>	
		62323		49006	
Current Liabilities					
Net Current Assets					
			62323		49006
Net Assets					
			62323		49006
Funds					
	4				
Restricted Funds			45109		38414
Designated Funds			11231		4500
General Funds			5983		6092
			<u>62323</u>		<u>49006</u>

Approved by the Committee on31st July 2025

and signed on their behalf:

Handwritten signatures on a document. The first signature is "H. L. - Chair" and the second is "R. Jen - Treasurer".

Breathing Space

Notes to the financial statements for the year ended 31 March 2025

1 Accounting Policies

1.1 Basis of preparation of accounts

Financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006

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1.2 Grant receivable and local authority fees

Grants received are accounted for on a receivable basis and credited to income. Any grants restricted to future accounting periods are deferred and recognised in those accounting periods.

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Restricted funds comprise funds subject to specific restrictions imposed by donors and funders. Designated funds are set aside by the Management Committee as described below (see note 4) Unrestricted funds comprise funds which can be used in accordance with the charitable objectives at the discretion of the Management Committee.

1.4 Expenditure

All is included on the accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

1.5 Legal Status

Note that Breathing Space Charity is a CIO, registered with the Charities Commission. Funds were received from Breathing Space charity no. 1148676 in May 2024. Any Restricted Funds balances were continued on from that date.

2 Grants Received

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Total Restricted Grants Received	38723

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CREE Grant	0	1500	-1500		0
Core Cost Seed Grant	0				0
Donations - Get Active	2521	1856			4377
County Durham Community Culture Sports Grant	0				0
Lottery Grant - Get Active	2167	4470	-4870		1767
DCC CREE - Mens Shed	6919	1500	-4174		4245
Big Lottery - Mens Shed	0				0
Donations - Mens Shed	841	340			1181
Donations - Woodland Wonders	2220	2150	-2595		1775
Donations - Folksinging	1601	1691	-870		2422
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Big Lottery - Mindfulness	280	1000			1280
Pioneering Care Happiness Hub	864		-1262		-398
Happines Hub Donations	62				62
Knitting		70			70
Lottery Grant - Walk and Talk	6160	11753	-790		17123
Donations - Walk and talk	840		-660		180
Prince of Wales's Charitable Fund - Walk and Talk	0				0
Welcome Spaces	3000		-2389		611
Total	35747	46944	-37582	0	45109
Designated Funds					
PCC Designated Fund	4500				4500
Local Giving, BBQ & Bonfire	2867	2534	-420		4981
Loan Wolf Donation		1750			1750
Unrestricted Funds					
General	6092		-109		5983
Total Funds	49206	51228	-38111	0	62323