



Breathing Space

Annual General Meeting Report
Year ended: 31st March 2021

Charity no: 1148676

Breathing Space

Annual General Meeting Report

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Item 1 Agenda

Annual General Meeting

20th October 2021

1. Welcome (Chair)
2. Prayers
3. Apologies for Absence
4. Minutes of AGM 2019/20
5. Board Reports for 2020/21
 - 5.1. Chairperson's Report – Noel Dixon, Chair
 - 5.2. Project Coordinator's Report - Gillie Boggon
 - 5.3. Secretary's Report - David Wilcox, Secretary
 - 5.4. Fundraiser's Report - Brenda Gilmore/Penny Minney
/Denis Daggett
 - 5.5. Treasurer's Report - Robert Dean, Treasurer
 - 5.6. Health & Safety Report - David Wilcox & Gillie Boggon
 - 5.7. Safeguarding Report – David Wilcox and Revd Bill Jackson
6. Election of Trustees
7. Close



Item 2 Minutes of Annual General Meeting 2019/20

BREATHING SPACE MINUTES OF TRUSTEES ANNUAL MEETING 2019/20

Minutes of Trustees' Annual Meeting held via Zoom 10.00am on Wednesday 9th December 2020.

Those present:

Noel Dixon (Chair) (ND)
Robert Dean (Treasurer) (RD)
Denis Daggett (DD)
Steve Ellis (SE)
Brenda Gilmore (BG)
Revd Bill Jackson (BJ)
David Wilcox (DW)
Jennifer Wilcox (JW)
Gillie Boggon (GB) Project Coordinator

Guest: Revd Michael Peers (MP), Pat Bainbridge, Alan Suggate and Isla Ballard.

This year the AGM was carried out via Zoom due to Covid restrictions on the use of the church building.

1. **Welcome by Chair:**

ND welcomed everyone to the meeting, in what he described as 'strange times'. ND would invite comments from anybody that wanted to raise points about the Board Reports in the AGM document but, he would only ask GB to deliver her report in person.

2. **Prayers. ND**

3. **Apologies for absence received from:**

Revd Caroline Dick, Penny Minney (PM), Susan Tron, Claire Ritson, Lynn Stoddart

4. **Minutes of AGM 2018/19**

The minutes of the 2018/19 meeting (printed in AGM Booklet Year ended 31st March 2020) were accepted as a true record at the meeting and signed by Chair following the meeting.

5. **Board Reports for 2019/20**

All of which are printed in full in AGM Booklet

GB started by saying that the year had been strange, given the issues of lack of heating and the Covid pandemic, the latter will be reflected more in her next year's report. Having said that, she went on to say it had been a good year for Breathing Space. In September the Charity was given a grant of almost £80,000 from The Lottery giving the project a life in excess of 3 years. Other grants meant that Arts courses, such as Kintsugi could be run, also Men's Shed although all have been delayed due to the pandemic. The project felt in such a good place that it appointed a volunteer administrator, Carrie Armstrong, who started in the Autumn of last year (2019). However, COVID restrictions imposed on activities meant her work was put on hold, but GB continues to keep in touch and hopes the working relationship will recommence soon.

Highlights of the year.

- Men's Shed – this has been well attended and GB gave thanks to all the assistance she has had but singled out

Denis Daggett for his huge input into this activity and for keeping it going during the difficult periods. There had been 34 sessions attended by some 458 individuals.

- Get Active – 33 sessions with 602 attendees, at Witton Gilbert, Sacriston and other places including Changing Lives, Plawsworth, Nettlesworth. Other locations put on hold for the moment including Langley Park. GB gave special thanks to Sandra Mountjoy who leads the exercise class.
- Funding has allowed various activities to take place at the Sacriston Surgery Wellbeing Sessions, including Get Active classes, foraging and a talk on 'how to take your medicine'.
- Mindfulness classes have continued when temperatures have allowed (due to lack of heating in church) and have also been held in Delves Lane and 'Drop-in' sessions at Sacriston Surgery. The Sensing the Seasons Walks have continued on the last Friday of the month.
- Woodland Wonders have had 53 individual children attend the sessions. Special thanks go to Pat Bainbridge for leading the Forest School sessions.

GB went on to say that with Walk4life, Folksinging and Creative Writing, Breathing Space continues to provide a wide range of activities for a wide range of people and is something to be proud of.

Last year GB spoke about 'brokenness' and again stated that over the last 8 months being able to support and signpost people has never been more important. We have all had to redesign our way of living and the way we are in the community and she believed that God has had a hand in our project with lots to be thankful for.

ND thanked GB for all her work and stated that the success of Breathing Space was down to GB in her role as Project Coordinator. This was typified by GB's idea of holding 1:1 sessions for Get Active being recognised by Sport England.

ND also stated that over £5000 had been given via Local Giving which ensured that Breathing Space core costs now spanned 4 years hence.

BD (Treasurer) stated that £30,600 had been the end of year bank balance giving approximately £600 for core costs at the end of March 2020.

ND noted that the position of Parish Safeguarding Officer had changed when Steve Ellis had stepped down. The named Officer was now David Wilcox and Revd Bill Jackson had agreed to carry out the administrative role of this position.

Pat Bainbridge asked Trustees to ensure that all Risk Assessments were updated to reflect the new circumstances of the pandemic. GB said that all assessments had been updated in this respect.

6. Elections

The following persons were re-elected as Trustees along with the following posts:

Noel Dixon (Chair); Nominated by **DW**, Seconded by **BJ**

Robert Dean (Treasurer); Nominated by **DW**, Seconded by **ND**

David Wilcox (Secretary); Nominated by **ND**, Seconded by **JW**

Brenda Gilmore elected as Vice-Chair; Nominated by **ND**, Seconded by **DW**

Kate Tully was nominated as Independent Examiner; Nominated by **ND**, Seconded by **DW**

The following Trustees were re-elected:

Denis Daggett,

Stephen Ellis

Brenda Gilmore,

Revd Bill Jackson

Jennifer Wilcox

Penny Minney was re-elected in her absence but had agreed to stand.

7. Any other business

DD stated that he had spoken with Nathan Hopkins and Gemma O'Brien at Woodshed, Sacriston to see whether they were able to assist with Men's Shed activity at Breathing Space in the anticipated absence of Dave Tully. It was agreed to invite them to the next meeting

8. Date of next meeting

The next Trustees meeting is to be held at 10am on 27th January 2021

Revd Bill Jackson agreed to say prayers at the next meeting.

9. Close:

The meeting closed at 10:35am



Item 3

Chairperson's Report

2020/21

Chairperson's report 2020/21

Another amazing year. To read this many of you must wonder what I mean. Amazing, good? Amazing bad? I am pleased to say it is the former, largely due to the creativity of Gillie our project coordinator. Gillie doesn't think outside the box. I don't even think that Gillie knows what a box is. Obviously, many of our activities had been curtailed through the various stages of lockdown and whilst Gillie was furloughed for much of this period it didn't stop her thinking and thinking was an allowed activity during furlough. The result is that, as restrictions have eased, we have hit the ground running.

With the permission of the lotteries fund, we have agreed that savings made through use of the furlough scheme will be used to extend the funding of Breathing Space beyond three years. Denis Daggett deserves a special mention for his work with the Men's shed. Denis leads and volunteers with the group but also provides social support outside of group activities. Most of our activities have restarted and Gillie's report covers these in detail.

New initiatives in the coming year include referrals into Men's Shed by the probation service, a song writing course and the start of Walk and Talk sessions. These sessions involve counselling therapy by a qualified counsellor. Some of the funding comes from the NHS and is

recognition for the quality of services offered through Breathing Space. Getting this off the ground has involved a huge amount of work for Gillie.

We have been encouraged by the rapid return to normal of many of our projects. We are looking forward to the longer term and exploring options for how we can continue.

I wish to thank all my fellow trustees for the quality of their work. I would particularly like to thank David and Jennifer Wilcox who also volunteer. I think all our trustees should be proud of our continued success during very difficult times.

Noel Dixon, Chair

October 2021



Item 4 Project Coordinator's Report 2020/21



This is my seventh Annual General Meeting as Breathing Space Co-ordinator. As I said last year it is always a delight to report back on this last year even though it has been a difficult 12 months and second year of the Big Lottery funding. I don't have to tell anyone how hard the Covid-19 pandemic, various lockdowns and restrictions have been. We have all lived it!

I can only say that we have really been blessed with resilience, creativity, and willingness on behalf of our workers, volunteers, and participants.

Back in April I was furloughed full time and I am incredibly grateful that the board has maintained my salary throughout this year. By August, I felt it important that we started to deliver some activities to maintain contact with our client base and to support them at this difficult time. The Board was happy to "unfurlough" me for 50% of my usual hours and I set about thinking of a way forward!

Gillie Boggon

Here are our highlights within each of the programmes:

(Please note that we worked within the guidance appropriate to the particular timing)

The Men's Shed

To begin with, myself & Denis Daggett had continued to meet weekly and support a couple of the lads from the group to maintain the churchyard and the Dene. Unfortunately, Dave Tully had been unavailable due to ongoing health issues. I'd really like to take this opportunity to thank Denis for being so supportive over this period. He's been brilliant!!

In October we re-engaged with Free the Way and put together planter & Bird box craft packs for the lads to assemble in the hostel. I managed to create YouTube films which gave the lads the instructions on how to assemble the boxes. Thanks again to Denis, Les Young and Russ Stout who starred in the blockbusters!!

I also contacted Public Health at DCC to ask about continuing the activities with Free the Way under a "therapeutic license" which was permitted within

Government guidance and so from December asked a local Physical health instructor to deliver doorstep activities at the hostel. This was greatly appreciated by the lads there.

In December we organized a Christmas party at the church for the lads from Free the Way. We were able to supply bacon butties and refreshments. Although the day was dry, we used the gazebo and extra cleaning was sought to enable the kitchen and toilets to be accessible. I wasn't able to do party games, but all the lads left with a bar of chocolate & a card. Activities on offer were making bird feeders & a physical exercise session run delivered by Get Moving CiC.

The Men shed is delivered through Breathing Space and works in partnership with the Friends of Witton Dene and I would once again like to thank Denis who is a real backbone to the project.

The Men Shed is supported financially through The Big Lottery and is part of Durham County Council's suicide prevention programme which promotes positive activities for Men, particularly those most vulnerable. We also accessed some Winter resilience funding which was available to support any covid-19 adjustments etc. we might need to enable safe return of the Men shed. This extra £1000 covered another shed to house the extra outdoor equipment we have had to purchase.

Over the past 12 months we have been able to deliver 20 mini men shed sessions and 10 physical activity sessions and have worked with 15 individual men; before lockdown in groups and after on a 1-1 basis with 125 attendances altogether.

I would also like to thank Dave Wilcox and Noel Dixon who have all helped out when they have been able.



Get Active again

Get Active sessions started back in September at Cooper Hall (which has put various conditions in place to make it Covid-19 secure) and we were inundated with participants 18 turned up for the first session! We had to start another session in Cooper Hall on a Friday in order to maintain socially distanced groups. Witton Gilbert Methodist is unfortunately still closed and is also too small to enable social distancing. We started the Sacriston session at the Fulforth Centre on Mondays and again we had a good turn out with 10 participants. To ensure safe hygiene we purchased individual resistance bands for all existing participants to bring to each session and priced the session at £2 to enable the correct change to be dropped into a tin. These sessions and the equipment were initially made possible through the renegotiated Awards 4 All budget. I also put in an application to Sport England Tackling inequalities fund to bolster the Get Active delivery and this was successful. We were awarded £3137 for doorstep fitness sessions with equipment and Churchyard Tai chi session, which took us up to March 2021.

In October the Northeast unfortunately had to go into tighter restrictions which mean that our indoor classes would not be allowed and so we looked to provide exercise packs for the participants to use at home and doorstep sessions. These were well received, and we delivered 18 exercise packs. We were able to deliver 6 doorstep sessions before November 5th!

Comments from Get Active participants:

- *Benefit of having exercise packs- "Excellent, the Exercise kits are used regularly, we find the exercises clear to follow and miss attending the Indoor sessions we are unable to attend the outdoor classes as we are shielding" M&B H*
- *"Very enjoyable and helps me to exercise on a regular basis, I look forward to my weekly Outdoor exercise it's the only outdoor activity I can do under the current Covid restrictions" M.G*
- *"Found the whole experience peaceful, enjoyable, and has given me more confidence walking each week to the Churchyard. I have very poor eyesight, the encouragement to exercise each week has helped my mobility and given me the opportunity to get out of the house. The flowing Tai Chi is wonderful I feel great after and look forward to my next session" G.R*



In November we were placed into lockdown restrictions which meant we could not do the doorstep sessions legally and so we offered worksheets to our participants, and we were able to negotiate the use of the churchyard to use for one-to-one sessions. We were also able to use a gazebo to be erected in the churchyard to provide cover when required. We were amazed at the number of our members who still wanted to continue in the outdoors to keep fit and active and blessed by Sandra Mountjoy, our Get Active tutor who embraced the idea of working outside! In November & December we delivered to 22 one to one sessions, to 9 individual seated exercise participants and to 6 people who wanted to learn Tai chi.

Get Active again 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 or those who just want to enjoy physical activity in a safe and supportive atmosphere. Led by Sandra Mountjoy the sessions are enjoyable, fun and challenging. Over the past 12 months there have been 34 individual participants (204 attendances)





Woodland Wonders

Whilst it was a pity we couldn't have delivered a face to face Summer WW programme we wanted to ensure some families had outdoor activity provision at this difficult time. In August 24th – 28th: Myself and Pat Bainbridge produced 5 activity packs which were offered for a donation. I filmed PB instructing how to complete each activity during the week before and released a YouTube link each day to those who requested a pack.

<https://www.youtube.com/watch?v=jBYpg7lLaoc&t=14s>) 50 packs were supplied to 9 different households/17 individual children. Feedback was very positive.

In October & at Christmas myself and PB set up Churchyard challenges which were emailed out to WW members. We have had great feedback from participants who have used the activity to get their young ones out and about. We also produced activity packs. 18 packs were supplied to 10



different households/ representing 16 individual children. Again feedback was very positive.

Ayda and Ezra's mam, "We loved the last ones, their Dreamcatchers are hanging above their beds right now!... Missing the half term get togethers but enjoying the Dene as much as we can for our own adventures." Thank you! Emily

In February Myself and PB rang the changes and set up a Dene challenge and an activity booklet which were emailed out to WW members. Once again we have had great feedback from participants who have used the activities.

Creative Writing

Thanks to Liz Lamb the Creative writing group continued to meet monthly via email writing tasks and challenges. From September to December the group of 7 individuals put forward different pieces of writing which we compiled and created a booklet for distribution to the community.



Sensing the Seasons

Mindfulness is a really useful tool to support the development of positive health and wellbeing and I felt it was particularly important to continue some level of support through this activity. From August the "Sensing the Seasons" walk continued either on a one-to-one basis or in groups of 5. In March I hosted a group from the Pause project (The Pause group aim to work with women who are in a cycle of having children who are subsequently taken into care. They work to support the development of confidence and self-esteem of the women through group work and one to one support.) [Durham - Pause – Creating Space for Change](#) Hopefully we will work with them in the future.

Folk singing workshops

Thanks to Bill Hill the Folk singing sessions were able to continue on line via Zoom! He was amazing in keeping up with new material and organising the sessions for a Friday 1-2pm. The group even held a carol service in December via Zoom.



Creative Writing:

"A group of aspiring writers met to learn strategies to improve their creative writing and to learn about a variety of poetry styles"

Sensing the seasons:

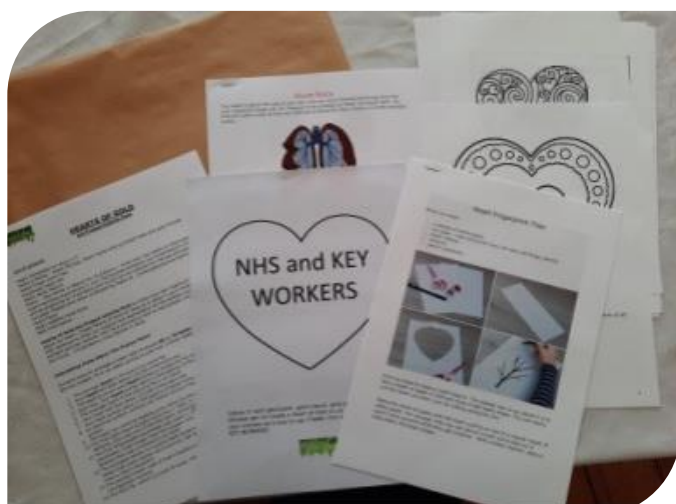
"Excellent as a way of showing what mindfulness is about. I found it a very special experience"

"Walking through the leaves reminded me of childhood, carefree days. I need to do this more often"

"Very thought provoking & spiritual"

Arts & Crafts

Rhonda Fenwick proposed "The Hearts of Gold Arts Project" to support those who may still be feeling isolated, anxious, and depressed. Using the metaphor of 'having a Heart of Gold' when describing people who carry out great acts of kindness and random acts of beauty, the idea was to create an art pack, which would contain activities with easy-to-follow instructions suitable for all ages and abilities, with artwork that can be easily displayed in the same way the rainbow was. Alongside this the pack would include information relating to the heart and heart health.



We were thankfully given the opportunity from St Michael's Healing Home foundation to use funding that we had been given for the Kintsugi course and this alongside the Arts budget within the National Lottery enabled us to go ahead with this project. The 100 individual art packs were made up in A4 brown envelopes and were left in community venues, and a resulting display held in the Church. Thanks again to Rhonda for the work she did, particularly in Witton Gilbert primary school.



Future

We have been awarded funding from CDCF/Chester-le-street Primary care trust & Awards 4 All for the Walk & Talk programme and an extra bit of funding from the Church Urban fund towards counselling for the Men shed. We also have some funding from Sport Durham to continue the Get Active programme until December 2021.

I have met with Dave Tully who is still interested in coming back in a training capacity. He has produced a capacity building training course which could be rolled out to the Woodshed and the community. I am exploring funding for this.

Once again, I would like to thank everyone at St Michael and All Angels Church, particularly Dave Wilcox who continues to be my main port of call for support.

Best wishes

Gillie Boggon

October 2021

Breathing Space Core Activities 2020/21



Mindfulness

Mindfulness is a really useful tool to support the development of positive health and wellbeing. The monthly Sensing the Seasons sessions use the mindfulness technique to enable the participant to be aware of themselves in the present and to allow judgmental thoughts and negative emotions to flow through



Men's Shed

The Men's Shed has been going over six years and has a regular group of volunteers from Changing Lives and Free the Way. The teamwork alongside Friends of Witton Dene to manage the reserve by carrying out maintenance work to keep the pathways accessible.



Get Active Again

Get Active Again 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 recovering from illness or those who just want to enjoy physical activity in a safe and supportive atmosphere.



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.



Creativity

Folk Singing, Creative Writing, Arts and Crafts



Walk4Life

This activity had been previously added to our core list. In partnership with Durham County Councils' Health Walks, Leaders take participants on walks every Friday which are approximately 1 hour and 30 minutes duration or 3-3.5 miles long. During the period of the Report, Covid-19 had caused the suspension of these.



Item 5 Secretary's Report 2020/21

The Covid-19 pandemic has dominated the meetings of the Trustees during 2020/21. On 23rd March 2020, the UK entered its first national lockdown due to the rising number of Covid-19 cases. A second national lockdown was introduced on 5th November with a third national lockdown coming into force on 6th January 2021. During this period there were gradual easing and subsequent tightening of restrictions with the rise and fall of Covid-19 cases. The Government imposed restrictions which closed buildings and businesses and restricted the numbers of people meeting together and where they could meet. As a result, the Trustees had to hold virtual meetings via zoom, but this allowed continuity of business and gave the Trustees the ability to move forward quickly when permitted. This too meant the Charity's Project Coordinator was 'furloughed' – suspended on full pay with Government paying 80% of the salary (this percentage was reduced as workers were encouraged to return to work).

During the period April 2020 to March 2021 the Trustees have met on 8 occasions, some as full meetings and others called as emergency meetings to discuss changes in Covid-19 legislation. Notes of these meetings have been included to help tell the story of how the Charity has managed itself and its activities under very difficult circumstances.

The notable points/events include:

In April 2020, the Trustee's met for the first time since lockdown #1 was introduced and Trustees had to get used to meeting virtually for the first time using Zoom. Whilst Trustees had already met to feedback to Durham Community Action on how they expected the Charity to be affected by Covid-19, this time Trustees discussed the suspension of activities and furlough of the

Project Coordinator in relation to the Lottery Grant. It was confirmed to the Trustees that The Lottery were aware of the Charity's position and would add any underspend to the end of the Grant period. The Trustees also discussed the use of technology to continue some of the activities virtually noting the success of Sandra Mountjoy's Tai Chi video on Facebook.

In May 2020, the Trustees met, via Zoom, to review its position in relation to Covid-19. With the church and other possible meeting places closed it concluded there was nothing further it could do and would meet again following the issuing of further government advice.

The Trustees next met in June 2020, via Zoom, where it was noted that a possible relaxation of Covid-19 restrictions may take place in early July. Whilst this was good news and the Project Coordinator was very keen to restart activities, a note of caution regarding following government advice from an insurance point of view and for infection control. There was also some concern expressed about whether participants would have the confidence to return. The proposed AGM in June 2020 was cancelled.

In July 2020, via Zoom, Trustees considered its response to the relaxation of Covid-19 restrictions. First of all it was agreed that the Project Coordinator should return to work from home for 50% of her hours and whilst nervous about a potential return and how it will look, a discussion paper with her thoughts was circulated. The paper considered

working with small groups outside or using activity packs for Get Active and Woodland Wonders with no contact. Virtual meetings were already taking place with Folksinging and more could follow in this manner. Where activities could restart outside, it was agreed to consider a gazebo to help facilitate this. It was noted that use of the toilets was necessary and that cleaning following activities had to be carried out by a professional organisation. These proposals needed to be discussed with the Parochial Church Council (PCC).

In October 2020, the Trustees met via Zoom and the following points were noted:

- Some activities had restarted outside.
- Funding had been made available for cleaning of church and estimates had been received from three companies.
- PCC agreed to restarting of activities provided cleaning was carried out.
- A Gazebo was to be purchased
- A delay on any decisions was made due to impending increase in Covid-19 restrictions. A new Parish Safeguarding Officer was named.

The Standing Committee met in October to consider the new measures. The NE of England was placed in Tier 2, which was the same as at present so a decision to recommence some activities was made, along with a cleaning regime and risk assessments.

An Emergency Zoom meeting was called in January 2021 to discuss Trustees response and arrangements for Men's Shed whilst in Tier 4. However, since the calling of the meeting the Country was placed in a National Lockdown for the third time. This meant that only the work with Free the Way in their own yard could continue along with 1:1 sessions outside in the churchyard for Get Active. Folksinging continued to meet virtually.

A full meeting of Trustees took place later in January, via Zoom. It discussed a possible working relationship with Woodshed, Sacriston, following the poor health of the current Men's Shed Supervisor. The Trustees

noted that no additional funding had been sought at present due to underspending because of Covid-19 measures and noted progress on delivering activities where possible either 1:1 or in small groups/bubbles or virtually. The Trustees were greatly appreciative of the work that the Project Coordinator had done in this respect.

In March 2021, the Trustees held its last meeting of the financial year, in virtual form, against a backdrop of a four stage 'Road Map' to lifting of Covid-19 restrictions. The Trustees heard from the Project Coordinator how much had been achieved on activities whilst adhering to social distancing requirements. On 29th March stage 1 of the 'Road Map' would allow an increase in the number of people meeting and the end of the 'stay at home' order. This was very encouraging and with the current progress on activities Trustees felt Breathing Space was in a very good position to move forward and expand where possible.

As can be seen this was a very difficult year for the Charity, but it has been managed well in the circumstances. The Trustees had paid tribute to the way the Project Coordinator had dealt with the situation clearly and safely and was a credit to the Charity. Trustees were also grateful for the understanding from Grantors.

David Wilcox

October 2021

Secretary





Item 6

Fundraiser's Report

2020/21

The fundraisers must report that in the financial year ended 31/03/2021 there had not been any applications made for core funding due to the 3-year funding granted by the Lotteries Commission in April 2019 in the sum of £79,000.

Generally, it has been acknowledged that this should maintain all salary and overhead spending into 2023. If Breathing Space were to continue beyond 2023 then further core funding must be sought as essential.

Conversely The Project Officer raised £7137 in the same period for activities.

To appraise the difficulties in attracting funding for existing projects such as Breathing space it is worth noting that had it not been for the substantial Lottery funding attained as above then operations could have been severely affected.

Some statistics to demonstrate this are available from Breathing Space Spreadsheets. For example, since 1/03/2018 to date there has been 25 applications made for core funding of which only three had been successful raising £5000.

During the same period the Project officer has made 18 applications for activities of which 16 have been successful raising £48,767 (£20,100 has been raised since 1/04/21).

Clearly whereas activity grants are thriving it is to be hoped that come 2023 that funders will look favourably in a similar fashion towards basic core funding. In order to continue operations a minimum of £13,000 p.a. would be required to meet core commitments.

Denis Daggett
Penny Minney
Brenda Gilmore

October 2021



*"the award of the
BIG LOTTERY 'Reaching
Communities
Programme' means
Breathing Space is
financially secure for 3
years"*

Noel Dixon Chair

Item 7 Treasurer's Report 2020/21



		<u>Totals</u>
		£
Opening Bank Balance 1 st April 2020	Accruals	-651.01
		30647.26

<u>INCOME</u>		
PCC Grant	Core Costs	0.00
Lottery Grant	Core Costs	8712.50
Local Giving & Donations	Core Costs	1893.82
HMRC – furlough scheme	Core Costs	6491.50
M Burt - donations	Core Costs	830.00
General Core Costs	Misc.	0.00
		<u>17,927.82</u>
Grant, Donations & Subs	Get Active	710.95
Grants: DCC CREE	Men's Shed	3000.00
Donations	Men's Shed	210.00
Lottery Grant	Men's Shed	4200.00
Lottery Grant	Woodland Wonders	1764.00
Donations	Woodland Wonders	312.00
Lottery Grant	Arts and Crafts	750.00
Creative Writing		40.00
Durham CC Sports Grant		3137.00
Durham Community WRF		1000.00
		<u>15,123.95</u>
Total Income 2020/21		33,051.77

EXPENDITURE

Core Costs

Salary – Project Coordinator	11995.74
Salary – HMRC	365.24
Pension	708.07
Mullen Stoker	396.00
Mobile Phone	192.30
Showcase/AGM	0.00
Office phone/WiFi	136.00
Rental	2000.00
Photocopying	67.83
Sundry Admin	276.77
Insurance	1234.17

Core Cost Expenditure 2020/21	17,372.12
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Project Costs

Indoor rental & equipment	Get Active	691.71
Course Leader	Get Active	3137.50
Woodwise	Men's Shed	686.81
Woodshop Workshop	Men's Shed	681.85
Free the Way	Men's Shed	0.00
New Shed	Men's Shed	900.00
Course Leader	Men's Shed	1175.34
Bird boxes & Gazebo	Woodland Wonders	661.97
Creative Writing		125.00
Course Leader	Folksinging	0.00
Shinrin Yoku		64.94
Hearts of Gold		1475.00
Petty Cash Charges		429.03

Project Cost Expend 2020/21	10,029.15
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Accruals	-651.01
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Total Expenditure 2020/21	26,750.26
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Closing Bank Balance

31st March 2021	36,948.77
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Item 8

Health & Safety Report

2020/21



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 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 those persons associated with the Breathing Space Project activities.

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 policy was last reviewed in March 2021.

In order to ensure that health and safety matters are kept constantly under review, health and safety issues will be raised at any meeting of the Trustees.

The year 2020 will be remembered for the COVID-19 pandemic which created a whole set of new considerations as follows:

1. Risk assessments were completed, and procedures developed to safely allow people back to activities – completed by Gillie Boggon.
2. Cleaning regimes were set up following activities where necessary.
3. Track and trace system was put in place.

I am pleased to report that there were no reported accidents or COVID-19 related incidents during the year.

As part of the continuing development of the Safety File, identification of hazards and associated risk assessments are being prepared in conjunction with the Breathing Space Project Officer and myself. Additionally, the Church will be Fire Risk assessed during the coming year.

Gillie Boggon and David Wilcox
October 2021





Item 9 Safeguarding Report 2020/21

A Healthy Culture of Safeguarding:

Safeguarding needs to be at the heart of what we do. It will require a commitment of all Trustees of Breathing space. To quote Beth Miller, Diocesan Safeguarding adviser, "safeguarding isn't an added extra, it should be part and parcel of what we do".

How is this achieved? Firstly, by ensuring that as many Trustees and volunteers receive training. This gives an insight of the impact of abuse on survivors and the importance of sharing any safeguarding concerns. Secondly, by promoting safeguarding within activities, Trustees meetings and AGM meetings. Thirdly, there are posters on the Breathing Space noticeboard and outside on the church noticeboard, indicating who to contact in the event of a safeguarding issue arising.

Over the past year we have had no safeguarding incidents of which we are aware, Breathing Space.

The Safeguarding Policy was reviewed and updated in March 2021 and a PDF copy can be downloaded from the Breathing Space website or a hard copy found in the Health & Safety File located in the Vestry.

Stephen Ellis has stepped down as Breathing Space's lead on safeguarding. All policies and procedures had been created by him, for this we

are eternally grateful. David Wilcox has taken on this role, with support from Revd Bill Jackson.

Over the coming year we will:

- Continue to respond to any safeguarding concerns as they arise
- Chase up any outstanding training certificates/ DBS's
- Keep safeguarding prominent at Trustee's meetings
- Continue to update key safeguarding and health and safety policies (these will be vetted by the Trustees, and then published on the Breathing Space website for all to view)
- Check that all outside groups using our building have appropriate safeguarding policies.
- Consider how we can develop safer recruitment and clearer volunteer role outlines, with guidance from the diocese.

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

David Wilcox, Parish Safeguarding Officer
October 2021

**Safeguarding children, young people
and vulnerable adults**

Item 10 Administrative Information



Trustees

Noel Dixon, Chair of Trustees (reappointed 9th December 2020)

Robert Dean, Treasurer (reappointed 9th December 2020)

David Wilcox, Secretary (reappointed 9th December 2020)

Denis Daggett

Stephen Ellis

Brenda Gilmore

Penny Minney

Revd Bill Jackson

Jennifer Wilcox

Project Coordinator: Gillie Boggon,

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

Tel: 0191 371 1387

Email: breathingspacedurham@gmail.com

Website: www.breathingspace.org.uk

Charity Number: 1148676

Independent Examiner: Mrs K. Tully FMAAT FCIE

Bank: Lloyds Bank

Breathing Space

Gillie Boggon Project Coordinator

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

www.breathingspace.org.uk

Breathing Space
Charity Number: 1148676



Financial Statements
For the period ended
31 March 2021

Breathing Space

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Breathing Space

Legal and Administrative Information

Name:	Breathing Space
Charity No:	1148676
Trustees:	Noel Dixon, Chair of Trustees Robert Dean, Treasurer David Wilcox, Secretary Stephen Ellis Brenda Gilmore Revd Bill Jackson Penny Minney Jennifer Wilcox Denis Dagget
Project Manager	Gillie Boggon,
Governing Document:	The Charity is operated under the rules of its constitution adopted 19 March 2011 and most recently amended on 19 August 2012 and is unincorporated
Address:	32 Friarside Witton Gilbert Co Durham DH7 6RY
Bankers:	Lloyds Bank plc Sacriston Branch
Independent Examiner:	Kate Tully FMAAT FCIE 20 Ennerdale Crescent Winlaton Blaydon on Tyne NE21 6PS

Breathing Space

Trustees' Report

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:

The award of our grant from the Big Lottery Reaching Communities program gave us the stability we had been seeking for so long. We were just starting to realise what a big responsibility this was and the work involved in delivering our objectives, when we were locked down. The implications for us took time to sink in but we were able to rapidly suspend all activities and furlough our Project Manager. We were further constrained because our church was closed and this is the main base for our activities. The trustees were keenly aware of the vulnerabilities of our clients and the need to make sure that any resumption of activities was made really safe.

With the permission of the lotteries fund, we have agreed that savings made through use of the furlough scheme will be used to extend the funding of Breathing Space beyond three years. I will report on subsequent events in next year's report. Recent activities will be affected by current regulations and information can be obtained from any of the trustees.

Breathing Space

We were extremely fortunate to recruit the services of our first administrative volunteer. who is a very enthusiastic and capable volunteer. She was proving to be a big help to our Project Manager when lockdown curtailed our activities. We look forward to resuming our working partnership as and when life starts to return to normal.

One of our volunteers has maintained contact with two local men and continued, with them, to maintain and improve footpaths in the adjoining dene.

Looking forward we have been encouraged by the messages of support from many of our clients. We were able to temporarily open some activities between lockdowns and were really pleased with the increased demand for our services, before being closed down again.

With the security of medium term funding we have been starting to plan for the longer term and the need to recruit some younger trustees.

We must accept that there are likely to be some restrictions until our year end in March 2021. I sincerely hope, that, with the introduction of vaccines, the following year will run more smoothly.

The trustees have considered the guidance produced by the Charity Commission on the provision of public benefit and they confirm that public benefit has been provided by the range of activities as described above.

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 time.

Trustees 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 detection of fraud and other irregularities.

Signed on behalf of the Trustees

Name	Noel Dixon	Position	Chair
Signature	<i>N Dixon</i>	Date	31 st January 2022

Breathing Space

Independent Examiner's Report on the Accounts

Report to the trustees/members of Breathing Space on Accounts for the period ended 31 March 2021, set out on pages 7-9.

Respective responsibilities of the Charity and the Independent Examiner

As members of the Charity you are responsible for the preparation of the financial statements; you consider that the audit requirement of Regulation 3(3) and section 144(2) of the Charities Act do not apply and that an independent examination is needed. It is my responsibility to

- Examine the financial statements under s.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 2011 Act; and
- State whether particular matters have come to my attention

Basis of 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 these 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 connection with my examination no matter has 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 agree with the accounting records and comply with the accounting requirements of the 2011 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.

Kate Tully FMAAT FCIE

Date 31st January 2022

Signed K A Tully



Receipt and Payment
Kate Tully is a Fellow Member of the Association of Charity Independent Examiners and a Fellow Member of the Association of Accounting Technicians

Breathing Space

For the year ending 31 March 2021

	Notes	Unrestricted £	Restricted £	Total	Previous Period £
Receipts					
<i>Donations, legacies and other similar receipts</i>					
Grants			29,055	29,055	46,391
Donations			3,997	3,997	0
<i>Operating Activities to further charity's objects</i>					
Subs				0	0
Fees				0	
<i>Operating Activities to generate funds</i>					
Fundraising Activities				0	0
<i>Investment Income</i>					
Bank Interest				0	0
Sub Total		0	33,052	33,052	46,391
<i>Other Income</i>				0	0
Total Receipts		0	33,052	33,052	46,391
Payments					
<i>Charitable activities</i>					
Projects/Activities and Events		190	10,029	10,219	15,341
<i>Support costs</i>				0	0
Salaries, NI and Pension			13,069	13,069	13,200
Telephone/Internet			136	136	731
Rent			2,000	2,000	2,000
Photocopying			68	68	0
Admin			715	715	847
Insurance			1,234	1,234	1,169
<i>Governance Costs</i>				0	0
Independent Examination			150	150	150
Showcase/AGM				0	0
DBS Checks				0	0
Sub Total		190	27,401	27,591	33,437
<i>Other Payments</i>		632		632	0
Total Payments		822	27,401	28,223	33,437
Net of Receipts/(Payments)		(822)	5,651	4,829	12,954
Transfers					0
Cash Funds Last Year End		2,836	29,284	32,120	19,166
Cash Funds This Year End		2,014	34,934	36,948	32,120

Breathing Space

Statement of Assets and Liabilities

As at 31 March 2021

	Notes	Unrestricted £	Restricted £	Total £
Cash Funds				
Cash at Bank		2,014	34,934	36,948
Petty Cash				-
Total Cash Funds		2,014	34,934	36,948
Other Monetary Assets				
Debtors		Funds to which it belongs	Cost	
		General		
Liabilities		Funds to which it belongs	Amount Due	
Independent Examination Fee		General	150	
			150	
Cash Funds Less Liabilities				36,798

The financial statements were approved by the following members of the Management Committee on behalf of all the members.

Name	Noel Dixon	Position	Chair
Signature	<i>N Dixon</i>		
Name	Robert Dean	Position	Treasurer
Signature	<i>R Dean</i>		
Date	31 st January 2022		

Breathing Space

Notes To The Financial Statements

For the period 1st April 2020 to 31st March 2021

1 Accounting Policies

These Financial Statements have been prepared on a receipts and payments basis in accordance with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2000, and the Charities Statement of Recommended Practice (Charities SORP 2005).

2 Funds

The charity has two funds: An unrestricted general fund and a restricted fund: hence all movements on each fund are disclosed. There are no designated funds at this time.

Restricted Funds

Fund Name	Balances b/f £	Incoming Resources £	Outgoing Resources £	Transfers £	Balances c/f £
BIG Lottery Core Costs	3,415	8,713	(6,645)		5,483
BIG Lottery Mens Shed	13,428	4,200	(3,744)		13,884
BIG Lottery Woodland Wonders	0	1,764	(1,237)		527
Donations - Men's Shed	(2,655)	210		2445	(2,445)
Local Giving and Donations	5,072	2,724		(3,920)	7,796
HMRC Furlough Grant	0	6,492	(6,492)		0
BIG Lottery Arts and Crafts	0	750			750
Durham CC Sports Grant	0	3,137			3,137
Durham Community WRF	0	1,000			1,000
DCC CREE	0	3,000			3,000
Arts and Crafts Donations	915		(619)		296
Woodland Wonders	248	352	(600)		0
Hearts of Gold	0			1,475	0
PCC - Core Costs	2,402		(2,402)		0
Truemark Trust - Core Costs	1,831		(1,831)		0
Masonic - Core Costs	3		(3)		0
Donations - Get Active	3,447	711	(2,912)		1,246
Donations - Folk Singing	195				195
Awards 4 All - Get Active	917		(917)		0
DCCF - Folksinging	65				65
TOTAL	29,284	33,052	(27,401)	0	34,934

3 Trustees Remuneration

No Trustee or person connected with the organisation received any remuneration during the year.

Breathing Space
Charity Number: 1148676



Financial Statements
For the period ended
31 March 2021

Breathing Space

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Date 31st January 2022

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