



Breathing Space


Annual General Meeting Report
Year ended: 31st March 2018

Charity no: 1148676

Breathing Space

Annual General Meeting Report

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Item 1 Agenda

Annual General Meeting

24th June 2018

1. Welcome (Chair)
2. Prayers
3. Apologies of Absence
4. Minutes of AGM 2016/17
5. Board Reports for 2017/18
 - 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 – Stephen Ellis
6. Election of Trustees
7. Close



Item 2 Minutes of Annual General Meeting 2016/17

Minutes of Trustees' Annual Meeting held in Church 2.00pm on Thursday 8th June 2017.

Those Present:

Noel Dixon (Acting Chair) (**ND**);
Robert Dean (Treasurer) (**RD**);
Stephen Ellis (**SE**);
Brenda Gilmore (**BG**);
Penny Minney (**PM**);
David Wilcox (Secretary) (**DW**);
Jennifer Wilcox (**JW**);
Gillie Boggon (**GB**) Project Coordinator;

Guests numbered 2 (Revd Caroline Dick, Alan Suggate)

1. Welcome:

ND gave a warm welcome to all present at the Annual General Meeting. He thanked Revd Caroline Dick for the insight of having created Breathing Space and moving it forward, Gillie Boggon, Project Coordinator, for her excellent work and **DW** for the preparation of the AGM Report.

2. Prayers: DW gave the prayers.

3. Apologies for absence received from: Bernadette Askins

4. Minutes of AGM 2015/16

The minutes of the 2015/16 AGM (Printed in AGM Booklet 2016/17) were accepted as a true record and signed by the Chair at the meeting.

5. Board Reports (All of which are printed in full in AGM Booklet but the salient points are summarised below:);

Chair's Report:

ND thanked all the Trustees for their efforts over the last 12 months. He thanked **CD** for all her work as Chair since the project started and for her continued support in the future, **GB** for all her work noting it had been a difficult year for her and **DW/JW** for their efforts with Men's Shed.

Project Coordinator's Report:

GB detailed all the activities that had run over the last 12 months; Men's Shed (highlighting in particular that a member of Free the Way had come along to the Creative Writing Course and this included catching 2 or 3 buses starting at 7am); Get Active, which is going strong and continues at the Chapel; Mindfulness, which is core to the organisation and benefits all who

attend; Sensing the Seasons; Woodland Wonders, including courses for Young Rangers; Creative Writing; Walk4Life; Folk singing and Photography. Open Church continues to be a success and encourages people to enter the building and learn of Breathing Space through the notice boards and leaflets. **GB** concluded that Breathing Space needs to plan for an 'exit' strategy to ensure that activities keep going. **ND** added that we need a volunteer strategy and policy and understand how Breathing Space can continue with Mindfulness.

Secretary's Report:

DW gave an account of the Trustees Meetings throughout the year. **ND** stated Breathing Space should approach the Clinical Commissioning Group and Martin Bell, Practice Manager of the local Surgery in Sacriston, where we do have a good relationship.

Fundraising Report:

BG stated the Fundraising Team (**BG and PM**) had taken 3 months out. It had concentrated on activity funding but were aware that 'core' costs were the most difficult to fundraise for. The Team had taken advice from Durham Action who had also mentioned short and medium term strategies.

Finance Report:

RD explained that all unrestricted funds had been transferred to core costs. He spoke of a net outflow of £6,750. He spoke of £6,000 confirmed income from Grants for 2017/18. Kate Tully, Independent Examiner had asked for a breakdown of restricted reserves. **BD/GB** to look at this.

Health & Safety Report:

As reported. **GB** queried the cover of insurance for children. Pat Bainbridge provides cover and **SE** stated that Towergate Insurance covered this aspect.

Safeguarding Report:

SE reported that there had been no incidents. He will arrange further training in the Autumn. It was reported that the DBS checks run out in 2018.

Comments from the floor:

Alan Suggate said he was happy to be part of Breathing Space AGM and was impressed by the energy and competence of the Trustees. He stated that the Nurtureship and Development Subgroup of St Michael and All Angels Breathing Space, which he Chairs, was closely connected with Breathing Space and was happy to be part of any discussions.

6. Elections:

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

Noel Dixon (Chair); Nominated by Penny Minney, Seconded by Steve Ellis

Robert Dean (Treasurer), Nominated by David Wilcox, Seconded by Brenda Gilmore

David Wilcox (Secretary); Nominated by Brenda Gilmore, Seconded by Steve Ellis

Brenda Gilmore (Vice Chair):

Trustees:

Stephen Ellis; Brenda Gilmore; Penny Minney; Jennifer Wilcox were accepted as Trustees.

Caroline Dick's resignation was accepted.

7. Close:

Meeting closed at 3.30pm

Signed (Chair)

Date



Item 3

Chairperson's Report

2017/18

Last year I wrote that this has been a challenging but uplifting and enlightening year. Nothing has changed as we continue to be constrained by the short term funding of our core costs. Gillie took greatly reduced hours during the year to attend to family commitments and has subsequently reduced her hours. It is amazing what she manages to achieve in such a short period of time. However the nature of the funding makes it difficult to plan for future activities. The trustees are committed to continue with our projects even if core funding does not materialise. A significant proportion of Gillie's time is taken up by acting as a caretaker for the church – opening and closing and greeting visitors.

We are indebted to Penny Minney and Brenda Gilmore for their work in applying for grants. This is a thankless task, in the current financial climate, as many grant awarding bodies are very much over subscribed and many hours of work come to nothing as applications are rejected.

New projects this year include a photography course and the rolling out of our Get Active program to the people of Sacriston. We ran a course called Everything in Place in conjunction with St Cuthbert's Hospice. These sessions prepare participants for the administrative consequences of their own deaths. Although this sounds a grim and morbid course, the delivery was very upbeat, appreciated and is to be

repeated. The Creative Writing course has finished but the group continues to operate as a drop in. The practice manager at Sacriston Surgery organised a cake sale the proceeds of which she donated to Breathing Space. A full list of activities is included in Gillie's report.

Penny Minney had major surgery and initially took a step back from her responsibilities. However in a remarkably short period of time she is back giving her best.

All our activities improve social isolation but do not necessarily attract those people who are socially isolated. This continues to be a challenge for the trustees.

Looking to the future we had a meeting with the practice manager at Sacriston Surgery to receive the proceeds of her cake sale. It transpires that they are organising coffee afternoons on Fridays to try and reach people who are socially isolated. With this aim in common we are looking to develop further links. Denis Daggett agreed to become a Breathing Space trustee after previously being instrumental in developing the Friends of Witton Dene and working with our Men's Shed group. He brings complementary skills and considerable enthusiasm to our team.

We are extremely fortunate with the quality of our trustees and I am indebted to them for their commitment. In encouraging new trustees I can promise you that you would be joining a family that works and supports each other all of the time. Being part of this team is a privilege and a pleasure. Breathing Space is inclusive of all faiths and none but the core values of our Christian Faith are at the heart of everything we do.

Noel Dixon Chair

June 2018

Item 4

Project Coordinator's Report 2017/18



This is my fourth Annual General Meeting as Breathing Space Coordinator. Over this past year once again I feel we have achieved a great deal.

With the funding issues and to support the seasonality of activities I have maintained a flexible working pattern operating over the week when required and working skeleton hours (5) in the Winter up to 31st December. Currently I work 16 hours a week. As with last year I have been working 50% of my time on a face to face basis and the rest of my time has been spent further networking, attending meetings and fundraising for the programme, as well as ensuring the activity funding is monitored and projects evaluated.

I do still feel blessed to be in such a wonderful setting and with supportive colleagues.

Gillie Boggon



The activities that Breathing Space provides are described in the next few pages:

The Men's Shed

The Men shed delivered through Breathing Space works in partnership with the Friends of Witton Dene and I would once again like to thank Denis Daggett who is a regular visitor liaising with myself and Dave to ensure that the work done in the Dene is what is required. I would also like to thank Dave & Jennifer Wilcox, Noel Dixon and Brenda Gilmore who have all helped out over with hospitality over the last 12 months.

We continue to have DCC Cree funding to maintain the work with the Men shed this year. We are currently working with Free the Way a charity based in Seaham who are a recovery from drug addiction and alcoholism unit. This takes place on a Monday 10-12.

Over the last year 57 individual men have attended the sessions and we have a core of 14 who have been attending on a regular basis.

The group have continued to work recovering the woodland paths and clearing the stream. They have maintained the steps down from the upper path which can when there is poor weather become washed out. They are also supporting Denis to establish the wild meadow on the pond side of the Dene.



Dave Tully is still working with us to provide the conservation from Woodwise his own company and we also benefit from Les Young and his woodcraft skills. The lads have whittled spoons, made mallets and crafted a planing horse.

Get Active again

Get Active again is a Gentle exercise group aimed at those who want to start to increase their physical activity. Led by Sandra Mountjoy the sessions are enjoyable, fun and challenging. Over the past year there have been 20 individual participants with a core of 12 regular attendees. The sessions operate 1.45-3.0pm on Wednesdays at the Methodist Chapel.

This year we had success in securing funds to maintain the Get Active in Witton Gilbert through the Area Action partnership who awarded us £1900. This will take us up to July this year and the group are extremely grateful. Plus a further £2k has helped us to extend into the Sacriston area. We are currently running in the Sacriston Methodist Church on Mondays 12-1pm and have had 12 sign up on a regular basis.

Get Active

"I feel I am moving better and I benefit from the social interaction" (P.E)



*" I have found the course
nourishing and uplifting "*

Everything in Place:

*" I have found the course
necessary, helpful and useful "*

Introduction to Mindfulness

Mindfulness is a foundation stone to the Breathing Space Project. As such, we currently deliver a series of 6 week Introduction to Mindfulness courses over the year. This course supports people to understand and to practice a Mindful approach to their life which can enable them to maintain positive health & wellbeing. Since May last year I have delivered another 3 courses with a combined number of 18 participants. I am currently recruiting for a fourth course this May.

Introduction to Photography

Once again in partnership with Martin Weston and 'Colour Your Life' we delivered an Introduction to photography led by Simon Green a local photographer. This attracted 11 participants and covered various topics including composition and form. They were given 10 rules and spent the sessions exploring them. The course finished with a visit to Crookhall Gardens.

Everything in Place

This course, which is carried out in partnership with St. Cuthbert's Hospice and the very bubbly Louise Johnson, hosted 6 sessions, which supported people with exploring their arrangements for the future. The sessions included:
The importance of having a will, Lasting power of attorney, care decisions, funerals, organ donation and digital legacies. 24 individuals attended at least one session, most attended all six.

Woodland Wonders

We were blessed by receiving two grants to support the Woodland Wonders programme to continue for this last 12 months; the Souter Trust awarded £2k and the D'Oyley Carte Foundation £3K. This has enabled us to run Forest schools Activity over the past 12 months.

The Witton Woodland Wonders holiday programme activities have been held:

Spring Bank:

Tuesday 30th pm/Wednesday 31st May 10am-3.0pm Thursday 1st June pm 18 children attended.

Summer:

Monday 14th-Wednesday 16th August 10am- 3pm 18 children attended.

Autumn:

Tuesday 24th/Wednesday 25th October 10am -3pm



Parent's comments on Woodland Wonders:

- *Team work*
- *No technology*
- *Friendship with new children*
- *A greater understanding of the "Great outdoors"*
- *Hands on learning experiences -using natural environment away from technology*
- *Responsibility & independence*
- *Fresh air, new skills, a sense of calmness*
- *Listening skills/turn taking/trusting others*
- *Working together with other children of all ages*

with 12 young people from South moor in Stanley.

Winter:

Saturday 9th December 10-12 where 8 children enjoyed Christmas crafts

Spring Half term:

Tuesday 13th- 14 children attended/Wednesday 14th February where we hosted another group from Stanley

Easter:

Tuesday 3rd April 9.30-11.30/12-2.0, Wednesday 4th 10.30-3.30 & Thursday 5th 10-3.0- during which 20 individual children took part.

Once again the programme was very well received by the families and children who participated.

Once again it was the excellent planning and delivery of Pat which meant the programme worked so well. The structure of each day began and ended together around the fire which gave the children a sense of community and belonging. The children's self esteem grew as they were often praised for their efforts and received positive feedback on their creations.

Pat was supported by at other adults from the congregation who helped and interacted with all the children. Overall the programme has been a huge success and enjoyed by adults and children alike. A big thanks goes out to all those who gave their time and skills to help the sessions run so smoothly.



Creative Writing

Last April we were lucky to be able to deliver a creative writing workshop with Steve Urwin, a local writer.

This year some of the group were keen to continue further and currently meet on a Tuesday 12.15-2.0pm. We are hoping to recruit further for September.

Sensing the Seasons

The monthly Sensing the Seasons use the mindfulness techniques to enable the participant to be aware of themselves in the present moment and to allow any judgmental thoughts and negative emotions to flow through.

The monthly Sensing the Seasons walks saw 19 individuals taking part over the last 12 months. However it can be a bit like feast or famine with numbers. Last year when I broke my ankle early this year it gave me the ideal opportunity to pilot a laminated guided sheet for the Sensing the season walk and for a Labyrinth walk and from there we have left the laminates available for people to use. I am also currently piloting an opportunity for groups to book up with a walk at their convenience and have Aspire women's centre coming along for in May for a day's walk and meditation

Walk for Life

In partnership with Durham County Councils' Walk for life scheme we have been hosting walks from the Church into the surrounding countryside every Friday 10-11.30am. The walks are led by volunteer walkers who take part in a leadership course, are approximately 1 hour and 30 minutes or 3-3.5 miles. These have been very successful with 18 walkers signed up and an average of 8-10 taking part regularly.

signed up and an average of 6-8 taking part regularly.

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:

- *"A lovely experience- a reminder to be thankful. Thank you"*
- *"Walking through the leaves reminded me of my childhood, carefree days. I need to do this more often!"*





Folk singing workshops

Last year we were blessed to receive a grant from the North East Arts Council which enabled us to continue this well received activity until July 2017

The activity ran on Fridays 1-3pm in the Church. Benny Graham a local Folk singer and songwriter has continued to give us a great insight into local folk music tradition and we now have a repertoire of about 70 different songs from all over the world! We had 15 signed up for the sessions, but can vary in attendance from 5-10. We led 2 very successful performances at Langley Park Care home and St Austen's residential home for people with profound learning difficulties in Bearpark. These were gratefully received by staff and residents alike.



Once again I would like to thank everyone at St Michael and All Angels Church, particularly Dave Wilcox who has stepped into the breach when I have been on annual leave to ensure that the activities continued smoothly!

Best wishes

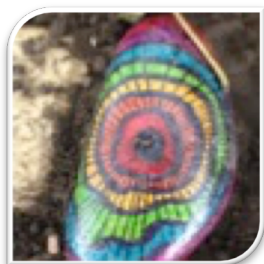
Gillie Boggon

June 2018

Open Church

Over the past Year there have been many individuals who have taken the opportunity to come into the church to chat or to look around when I have been in the Church and when it is unsupervised. Local residents and visitors who have been really pleased to see that the Church is open have visited us.

Breathing Space Core Activities 2017/18



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



Men's Shed

The Men's Shed has been going over three years and has a regular group of volunteers from Changing Lives and Free the Way. The team work 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 and Photography.



Walk4Life

This activity has been added to our core list. In partnership with Durham County Councils' Walk for life scheme we have been hosting walks from the Church into the surrounding countryside every Friday 10-11.30am. Volunteer walk leaders who have completed the leadership course lead the walks, which are approximately 1 hour and 30 minutes duration or 3-3.5 miles long.



Item 5

Secretary's Report

2017/18

Since the Annual General Meeting held on 8th June 2017, Trustees have met six times, including an Interim Meeting and notable points/events include:

- In July 2017, the first full meeting of the Trustees was held. Trustees received a presentation from Louise Johnson, St Cuthbert's Hospice regarding a course that the Hospice offers called 'Everything in Place'. The course would cover all of the difficult conversations regarding planning for one's own death and includes other useful information on Wills; Power of Attorney; Funeral Planning etc. The Trustees agreed to support the course and hold it in church. The Trustees took the opportunity to review the Showcase Event that was held in June, along with the AGM and decided to hold a similar event next year. The Trustees received an update from the Project Coordinator and noted that she would work on an 'Exit' strategy.
 - At September's meeting the Trustees learnt of the two concerts that the Folk Singers had held at Langley Park and Bearpark. Also that the Woodland Wonders course in August was well attended. The Trustees looked favourably on the request from the Project Coordinator to reduce her hours October to December 2017, for personal reasons. The Trustees were able to extend the Project
- Coordinator's contract to the end of September 2018.
 - The November meeting of Trustees heard from the Project Coordinator that there was a need to take bookings over the telephone. It was agreed to investigate this. Trustees also heard that ND/DW attended a Workshop on Mental Health, which had produced a number of useful networking contacts. They also considered possible names for the Trustee's vacancy on the Board.
 - At the first meeting in 2018, the January meeting of Trustees discussed potential Trustees and agreed that Denis Daggett should be approached. The Project Coordinator highlighted that discussions were in place to extend 'Get Active' into Sacriston and that an informal Creative Writing group was going to be volunteer lead.
 - At the Trustees' meeting in March, Denis Daggett, was accepted as a Trustee. Trustees also looked at discussion papers, from the Project Coordinator, on how Breathing Space could be developed. It was agreed to look at this at a special meeting along with Finance.

- An Interim meeting of Trustees was held in April, which considered a two item agenda of volunteer roles, and Finance. The focus of the meeting was an application to the Mercer's Trust.

Other noteworthy information:

Open Church continues to be a success with many comments in the Visitors Book (96 in 2017/18). Visitors to the church have the opportunity to connect with Breathing Space, either through direct contact with Gillie, or through the Notice Board and leaflets. It is noted that Gillie spends extended periods of her time on this aspect at times.

Works to the fabric of the building important to Breathing Space:

- The blessing of the Glazed West Door, Revd Canon Caroline Dick took place in July.
- An upgrade external and internal lighting was completed in July and October .
- Stonework refurbishment to the south and west facades was completed including the introduction of an access ramp to the West door.
- A bid for funding for replacement of the central heating system is to be submitted this June. The existing system does not allow the church to be used during the winter months for extended periods, which limits the range of activities that can be offered by Breathing Space. This has meant using less convenient locations to run them.

David Wilcox
Secretary

2018





Item 6 Fundraiser's Report 2017/18

The new financial Year 2017/2018 was faced with enthusiasm and optimism by the Fund-raising team. Looking outwardly for support and guidance in our fund-raising strategy we invited Susan Tron a Community Support Officer from County Durham Action to visit our Project and the time spent with her was of great value. On the tail of her visit we applied for and secured funding for core/salary costs totaling **£9000**. We will always be grateful to County Durham Action whose door is always open to us in future. Also we continue to gratefully receive regular updates on up-coming funding programmes (mainly in the North East) from Bernadette Askins.

Breathing Space was also nominated as a recipient from our Co-op Community Chest Fund, and thanks to the hard work of Stephen Ellis this fund yielded **£1295.80** in April 2017 for general expenditure and Salary, and **£2000.47** in December 2017 for Get Active Gentle Exercise programme. We have been nominated as recipients once again in 2019. Funding for activities continues to be more accessible and steadily flow in thanks to the research and hard work by our Project Coordinator Gillie Boggon.

Securing LARGE grants for core/salary funding is still proving to be considerably much harder to achieve, as we discovered when rejections came from The Henry Smith Christian Trust and CDCF Health Improvement Grant, but this just hardened our resolve to dig deeper.

As Autumn drew in our fund-raiser's capacity became reduced as one team member became debilitated due to serious illness, but due to faith in God, resilience, and pluck, **not to forget our great NHS**, we will soon hopefully be back to a full team.

We entered 2018 with renewed vigour and by the end of February had submitted 8 new applications. Our new Trustee, Denis Daggett, who is also helping us to search for funding is a welcome addition to the team.

Current Position

Name	Amount
Grants received:	
Garfield Weston Foundation	£3000
Foyle Foundation	£3000
1989 Willan Trust	£3000
Grants still pending	
Truemark Trust	£1000
Ruth & Stuart Lipton	£3000
Durham Masonic Trust	£5000
Hospital of God at Greatham	£1000
(each of three years)	
Grants rejected	
Sir James Knott Trust	£5000
Graham Kirkham Foundation	£2000
People's Health Trust	£10,000
Dixie Rose Findlay	£3000
Joseph Strong Fraser	£2000

The Fundraising Team would like to thank all the Trustees, our Project Co-ordinator and Volunteers for their support and assistance during the fundraising process.

Brenda Gilmore, Penny Minney,
Denis Daggett.

June 2018

Item 7 Treasurer's Report 2017/18



	Totals
	£
Opening Bank Balance 1st April 2017	13477.63

<u>INCOME</u>		
Grants - Hospital of God	Core Costs	1000.00
Local Giving & Donations	Core Costs	1833.63
Fundraising - Co-op	Core Costs	1295.80
Willan Trust	Core Costs	3000.00
Garfield Weston	Core Costs	3000.00
Foyle Foundation	Core Costs	3000.00
PCC Grant	Core Costs	2750.00
General Fundraising	Core Costs	1507.51
Grants & Donations	Get Active	4398.47
Grants - DCC CREE	Mens Shed	4000.00
D'oyly Carte	Woodland	3000.00
General Admin		174.00
Total Income 2017/18		28959.41

EXPENDITURE**Core Costs**

Salary - Net	9588.84
Salary - HMRC	367.20
Pension	561.24
Mullen Stoker	378.00
Phone & IT	161.76
Showcase / AGM	13.00
Office Phone / Wi-fi	93.00
Rent	2000.00
Photocopying	147.22
Sundry Admin	135.00
Insurance	847.54

Total Core Costs	14292.80
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Project Costs

Colors Taxis	Mens Shed	-108.00
Rent	Mens Shed	570.00
Woodwise	Mens Shed	5994.69
Free The Way	Mens Shed	880.00
Methodist Church Rent	Get Active	630.00
Course Leader	Get Active	1362.00
Course Leader	Woodland W	1499.00
Course Leader	Folk Singing	1109.00

Total Project Costs	11936.69
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Total Expenditure 2017/18	26229.49
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Closing Bank Balance	31st March 2018	16207.55
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Treasurer's Accounts

Bob Dean
Treasurer

June 2018

Item 8

Health & Safety Report 2017/18



Health and Safety Report 2017/18

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.

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.

During the year the following were acknowledged:

1. There were five reported incidents in Church or during activities (all relating to cut finger). Where incidents do occur these are recorded along with the learning outcomes,

where required, in the Safety File:

2. Gillie Boggon completed all risk assessments for activities.
3. The WiFi network was protected with parental control before allowing public access.

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
June 2018





Item 9 Safeguarding Report 2017/18

Our safeguarding policy was reviewed and updated in November 2017. It takes account of good practice guidance, including the 'Church of England's Safeguarding Policy for children, young people and adults' (2017). Copies are available from Stephen Ellis, Safeguarding Officer, and one is displayed in church.

Approved Safeguarding Training is provided by the Diocese of Durham. Levels C1 and C2 have been delivered to Pat Bainbridge, Gillie Boggon, Stephen Ellis, Alan Suggate and Dave Wilcox within the past six months. The C0 course is available on-line and a number of people from Breathing Space and the congregation of St Michael's have done that. Also, C1 is available on-line and doing it that way is an alternative to attending a course.

Currently there are at least 13 members of the congregation/Breathing Space volunteers who have valid criminal record check (DBS) certificates. Most of these will be due for renewal in 2018, subject to the qualifying criteria being met.

We have had no safeguarding incidents in 2017. Safeguarding people is a shared responsibility. If anyone ever has any concerns, please share them with me, or the churchwardens (Alan Suggate and David Wilcox), Breathing Space project coordinator (Gillie Boggon), Pat Bainbridge or the Revd Canon Caroline Dick, Team Rector and/or refer to our safeguarding policy displayed in church.

If anyone ever has any safeguarding concerns or queries, please do not hesitate to contact me on 07832 336247 or stephen.ellis20@talktalk.net

Stephen Ellis
Safeguarding Officer

June 2018

**Safeguarding children &
vulnerable adults**

Item 10 Administrative Information



Trustees

Noel Dixon, Chair of Trustees (appointed 8th June 2017)

Robert Dean, Treasurer (reappointed 8th June 2017)

David Wilcox, Secretary (reappointed 8th June 2017)

Denis Daggett

Stephen Ellis

Brenda Gilmore

Penny Minney

Jennifer Wilcox

Project Officer:

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, Sacriston

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 2018

Breathing Space

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Breathing Space

Legal and Administrative Information

Name:	Breathing Space
Charity No:	1148676
Trustees:	Noel Dixon, Acting Chair of Trustees (appointed 8 th June 2017) Robert Dean, Treasurer (reappointed 8 th June 2017) David Wilcox, Secretary (reappointed 8 th June 2017) Denis Daggett (appointed in March 2018) Stephen Ellis Brenda Gilmore Penny Minney Jennifer Wilcox
Project Officer	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 4 Brandon Close Winlaton Blaydon on Tyne NE21 6PN

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:

A series of six week Introduction to **Mindfulness courses** were delivered over the year. This course supports people to understand and to practice a Mindful approach to their life which can enable them to maintain positive health & wellbeing. Since May last year there have been three courses delivered with a combined number of 18 participants.

Grants have supported the **Woodland Wonders** programme to continue for this last 12 months. A full holiday programme has been held at Easter, Spring Bank, Summer, Autumn and Winter with over 70 children attending. The programme, again was very well received by the families and children who participated. Excellent planning and delivery by Pat meant the programme worked well. The structure of each day began and ended together around the fire, which gave the children a sense of community and belonging. The children's self esteem grew as they were often praised for their efforts and received positive feedback on their creations.

Breathing Space

The **Men Shed** delivered through Breathing Space works in partnership with the Friends of Witton Dene (Denis Daggett). We are currently working with Free the Way a charity based in Seaham who are a recovery from drug addiction and alcoholism unit. This activity takes place every Monday and over the last year 57 individual men have attended the sessions and, 14 who have been attending on a regular basis. The group have continued to work recovering the woodland paths/steps and clearing the stream and have also helped to establish a wild meadow in the Dene. The group also learn woodcraft skills and have whittled spoons, made mallets and crafted a planing horse.

The **Get Active** again programme is a Gentle exercise group aimed at those who want to start to increase their physical activity. Over the past year there have been 20 individual participants with a core of 12 regular attendees. Funding has allowed a programme to start in Sacriston Methodist Church on Mondays and regularly attended by 12 people.

Everything in Place: In partnership with St. Cuthbert's Hospice six sessions were held, which supported people with exploring their arrangements for the future, including the importance of having a will, Lasting power of attorney, care decisions, funerals, organ donation and digital legacies. 24 individuals attended at least one session, most attended all six.

The monthly **Sensing the Seasons** sessions use the mindfulness techniques to enable the participant to be aware of themselves in the present moment and to allow any judgmental thoughts and negative emotions to flow through. The monthly Sensing the Seasons Walks have been attended by 19 individuals over the last 12 months. Creative courses in **Folk Singing, Creative Writing and Photography** have been well attended with around 30 people benefiting from them.

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From the end of April 2016 the church has been open and un-manned, even during the winter months. This has allowed local residents and visitors to the church to have open access to the building. A total of 96 entries have been made in the visitor's book. Entries have been received from the local area, UK generally and overseas.

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.

Breathing Space

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	10 th July 2018

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 2018, set out on pages 8 to 10.

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 11th June 2018

Signed

KATully



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

Receipts and Payments

For the year ending 31 March 2018

	Notes	Unrestricted £	Restricted £	Total	Previous Period £
Receipts					
<i>Donations, legacies and other similar receipts</i>					
Grants		10,000	9,750	19,750	20,465
Donations		6,232		6,232	3,028
<i>Operating Activities to further charity's objects</i>					
Mindfulness Courses				-	300
<i>Operating Activities to generate funds</i>					
Fundraising Activities		2,803		2,803	304
<i>Investment Income</i>					
Bank Interest		174		174	
Sub Total		19,209	9,750	28,959	24,097
<i>Other Income</i>				-	-
Total Receipts		19,209	9,750	28,959	24,097
Payments					
<i>Charitable activities</i>					
Projects/Activities and Events		2,685	7,940	10,625	11,840
<i>Support costs</i>				-	-
Salaries, NI and Pension		4,336	6,565	10,901	13,623
Telephone/Internet		255		255	714
Rent		2,000		2,000	2,770
Photocopying		101		101	78
Admin		15		15	490
Insurance		848		848	799
<i>Governance Costs</i>				-	-
Independent Examination				-	120
Showcase/AGM		13		13	-
DBS Checks				-	-
Sub Total		10,253	14,505	24,758	30,434
<i>Other Payments</i>				-	312
Total Payments		10,253	14,505	24,758	30,796
Net of Receipts/(Payments)		8,957	- 4,755	4,202	- 6,699
Transfers					-
Cash Funds Last Year End		3,916	9,562	13,478	20,177
Cash Funds This Year End		12,873	4,807	17,680	13,478

Breathing Space

Statement of Assets and Liabilities

As at 31 March 2018

	Notes	Unrestricted £	Restricted £	Total £
Cash Funds				
Cash at Bank		12,873	4,807	17,680
				-
Total Cash Funds		12,873	4,807	17,680
Other Monetary Assets				
Debtors		Funds to which it belongs	Cost	
HMRC - overpayment		General	84	
Liabilities		Funds to which it belongs	Amount Due	
Independent Examination Fee		General	120	
Photocopying		General	46	
Mullen Stoker		General	78	
Woodwise		Restricted	590	
Free the Way		Restricted	300	
Sandra Mountjoy		Restricted	168	
Pat Bainbridge		Restricted	254	
			1,556	
Cash Funds Less Liabilities				16,208

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

Signed *R Dean* Position Treasurer

Signed *N Dixon* Position Chair

Date 10th July 2018

Breathing Space

Notes To The Financial Statements

For the period 1st April 2017 to 31st March 2018

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 £
Durham County Council - Men's Shed	4,489	4,000	(6,571)		1,918
Awards For All - Men's Shed	124		(124)		0
PCC Grant - Admin	3,815	2,750	(6,565)		0
D'oyly Carte - Woodland Wonders	0	3,000	(1,245)		1,755
Parish Council and Donations - Woodland Wonders	1,133	0	0		1,133
TOTAL	9,562	9,750	(14,505)	0	4,807

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 2018

Breathing Space

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Statement of Financial Activities	8
Balance Sheet	9
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Breathing Space

Legal and Administrative Information

Name:	Breathing Space
Charity No:	1148676
Trustees:	Noel Dixon, Acting Chair of Trustees (appointed 8 th June 2017) Robert Dean, Treasurer (reappointed 8 th June 2017) David Wilcox, Secretary (reappointed 8 th June 2017) Denis Daggett (appointed in March 2018) Stephen Ellis Brenda Gilmore Penny Minney Jennifer Wilcox
Project Officer	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 4 Brandon Close Winlaton Blaydon on Tyne NE21 6PN

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.
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Signed on behalf of the Trustees

Name	Noel Dixon	Position	Chair
Signature	<i>N Dixon</i>	Date	10 th July 2018

Breathing Space

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Kate Tully FMAAT FCIE

Date 11th June 2018

Signed

KATully



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Breathing Space

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Breathing Space

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Cash Funds Less Liabilities				16,208

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Signed *N Dixon* Position Chair

Date 10th July 2018

Breathing Space

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