



# Breathing Space

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Annual General Meeting Report  
Year ended: 31<sup>st</sup> March 2019

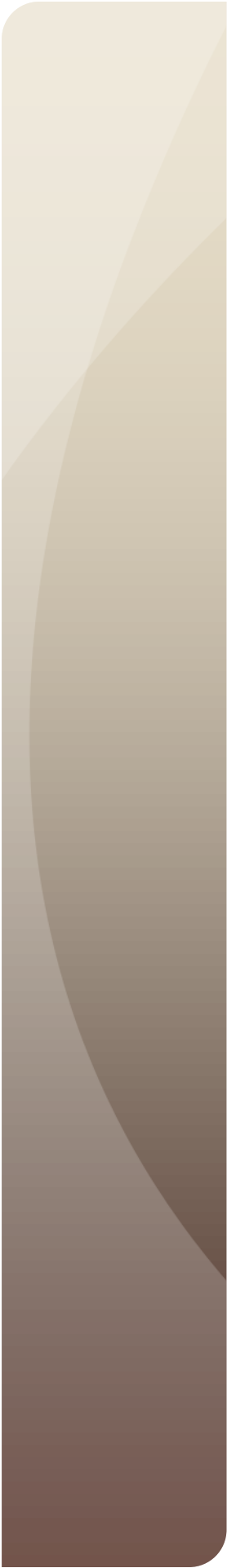
Charity no: 1148676



# **Breathing Space**

## **Annual General Meeting Report**

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# Item 1 Agenda

## Annual General Meeting

### 23<sup>rd</sup> June 2019

1. Welcome (Chair)
2. Prayers
3. Apologies of Absence
4. Minutes of AGM 2017/18
5. Board Reports for 2018/19
  - 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 2017/18

*Minutes of Trustees' Annual Meeting held in Church following Eucharist at 11am on Sunday 24<sup>th</sup> June 2018.*

### **Those Present:**

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

*Guests: Revd Canon Caroline Dick (**CD**), Bernadette Askins, 15 Parishioners and 3 visitors (see attendance sheet)*

*This year the AGM was carried out in two parts, firstly the Chair and Project Coordinator carried out the review of the year during the Main Eucharist service, with prayers by Eileen Perkins. Secondly the business part of the AGM followed the Service at 11.00am.*

### **1. Review of 2017/18:**

**ND** gave a warm welcome to all present in church and introduced Gillie Boggon, Project Coordinator and thanked her for her excellent work during the year. He went on to say that he was giving a sermon of which we were all a part. The Challenge is to attract lonely people and find activities that they are good at.

**ND** thanked **DW** for all that he did and also the preparation of the Annual Report.

**ND** commented that over 70 applications for grant funding had been made by **BG/PM** and more recently **DD**, who had also become a member of the Fundraising Team.

**ND** thanked **JW** for all that she brings to Breathing Space, especially Men's Shed, where her tea/toast, soup and conversation are greatly appreciated.

**ND** went on to say that the core values of Breathing Space are at the heart of the Christian faith. He thanked **CD** for the insight of having created Breathing Space.

**GB** stated that she had been Project Coordinator for 4 years and after 27 years as a Youth Worker; she needed her own breathing space. **GB** went on to describe the success of each of the activities over the last year:

Men's Shed: This activity involves working with men recovering from alcohol and drug abuse and introduces physical activity directed towards environmental improvements in the Dene led by Denis Daggett. There have been 57 individuals taking part in this activity with a core of 14.

Get Active: This is a seated exercise with Tai Chi but it's a good workout. There are two sessions each week (Witton Gilbert and Sacriston) with 12 regular attendees at each.

Introduction to Mindfulness: The basic concepts of Mindfulness are taught to aid stress and anxiety. Three courses have been held throughout the year with 24 people attending.

Creativity: 10 week courses on Creative Writing and photography took place during the year with good attendance. The former now taking place under self-guidance.

Everything in Place: This activity, led by St Cuthbert's Hospice, gives invaluable information regarding those difficult questions of Wills, Lasting Power of Attorney, and Funeral Planning.

Walks: *Walk4Life* takes place each Friday led by **DW/ND/GB** and is a gentle 3 miles or around an hour and a half. The group feel uplifted at the end of each walk. *Sensing the Seasons* takes place in the Dene on the last Friday of the month following the concepts of Mindfulness.

Folk Singing Workshop: this activity is both interesting and uplifting. It reflects our cultural heritage and gets the lungs going.

Woodland Wonders: 80 children have taken part in this activity with 35 at one time. The activities on the course are developed by Pat Bainbridge, Forest School Worker and include such things as snail racing and mud sculptures! The children experience the outdoors and gain an appreciation of the environment, all done in a safe way.

**GB** gave thanks for allowing her to use the Sermon slot. She wanted the congregation to hear God's word and God wants us to be a 'doer'. She said that Breathing Space was our 'doer' in the local community. She called for us all to be a 'doer' whether it be cleaning church or telling people about Breathing space.

Finally, **GB** gave thanks to all the Trustees.

## **AGM Business Meeting**

### **2. Apologies for absence received from:**

Stephen Ellis and Jennifer Wilcox (Business meeting only)

### **3. Minutes of AGM 2017/18**

The minutes of the 2017/18 AGM (Printed in AGM Booklet Year ended 31<sup>st</sup> March 2019) were accepted as a true record and signed by the Chair at the meeting.

### **4. Board Reports**

All of which are printed in full in AGM Booklet

### **5. Elections:**

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

Noel Dixon (Chair); Nominated by Penny Minney, Seconded by Denis Daggett;

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

David Wilcox (Secretary); Nominated by Brenda Gilmore, Seconded by Penny Minney

Brenda Gilmore (Vice Chair);

Trustees:

Denis Daggett, Brenda Gilmore and Penny Minney who were present were accepted as Trustees, with Stephen Ellis and Jennifer Wilcox accepted in their absence having previously stated their intent to stand again.

### **6. Close:**

Meeting closed at 11.10am

### **7. Date of Next Meeting:**

Next Trustees meeting to be held at 2pm Monday 9<sup>th</sup> July 2018.

Signed ..... (Chair)

Date .....



## Item 3

### Chairperson's Report

#### 2018/19

#### 2016/17

As in previous years, this past year has been both challenging and uplifting. Although this is the report for years 2018-19 it would be really difficult to write this without mentioning subsequent events.

We have been really fortunate to have been awarded a grant of nearly £80,000 from the "The Big Lottery Reaching Communities Programme". This is a hugely significant event in our Breathing Space journey. It gives us the opportunity to plan for the next 3+ years without the pressure of wondering if we will still be here next year. Although the award has been made after the year end, all the hard work has been done in previous years. I don't think we should underestimate the sheer volume of work that has made this possible. Brenda and Gillie were the principle proponents of this particular grant but the team, which includes Penny and Denis, have had the thankless task of writing over 70 grant applications in previous years. We cannot thank them enough.

The fundraising team has been responsible for seeking core funding for Breathing Space but the funding for individual projects has been Gillie's responsibility. It must be said she has discharged this duty with remarkable success and this has been done whilst under the pressure of relatively short term employment contracts. Whilst the trustees struggled with the responsibility of providing long term core funds, Gillie has continued to find money to keep all of our activities going.

We are indebted to the PCC of St Michaels and through them the whole congregation of our wonderful church. Breathing Space is their mission to our community and we couldn't have continued without their support.

The award of this grant adds credibility to Breathing Space which will stand us in good stead going forward. Whilst talking to Keith Blundy, the Diocesan Communications Advisor, it became apparent that the fact that we had been going since 2011 was in itself evidence of our status as a responsible local organisation. Whilst status itself is not a particularly Christian aspiration it should help us gain support in the future.

Reports from other trustees will provide detail about this year's activities and so I will focus on what I see as the major challenges going forward. Delivery of the program outlined in the grant application will in itself be a challenge and we will need to give Gillie all the support she needs. We shouldn't lose sight of the long-term future for Breathing Space and need to continue generating funds to continue well beyond our three year guaranteed window. If we are to grow we need to recognise the need for additional funds and resources for new projects under the umbrella of Breathing Space.

I am indebted to my fellow trustees for the quantity and quality of their contributions. We are extremely fortunate in the range of skills available to us. I think a special thank you must go to David and Jennifer Wilcox for their contributions as trustees but also the extent of their involvement as volunteers. 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.



## Item 4

### Project Coordinator's Report 2018/19



*This is my fifth Annual General Meeting as Breathing Space Co-ordinator. Over this past year despite funding issues and heating problems I feel we have achieved a great deal.*

*Until the end of May I have been working 16 hours a week and have strived to work 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.*

*As always I feel very 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 Dave Tully & the team to ensure that the work done in the Dene is what is required. Denis has also taken up the mantle of Trustee to the project and as such has been invaluable. He took forward the Men shed "shed" project and has worked tirelessly with Les Young and the lads to build a robust structure. He has also supported the men to develop the far meadow for which they received a Level 5 Thriving Award. I would also like to thank Dave & Jennifer Wilcox, Noel Dixon, Brenda Gilmore and Pat Bainbridge who have all helped out 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; as well as a small contingent from Changing Lives. This takes place on a Monday 10-12.

Over the last year 50 individual men have attended the sessions and we have a core of 16 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.

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 18 individual participants with a core of 8 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 Awards 4 All who awarded us £ 9,969. This will cover the group for a further year and the group are extremely grateful. This funding also supports the group we are currently running in the Sacriston Methodist Church on Mondays 12-1pm where we have 25 sign up and at least 18 on a regular basis. In addition we have funding to support another Get Active group in the Kimblesworth, Nettlesworth, and Plawsworth area. We are also exploring the delivery of a Tai Chi session in Changing Lives. Alongside this we are working with the Sacriston Health Centre's practice to deliver taster sessions for the Friday wellbeing group. We have already led sessions on Mindfulness, Hand massage and foraging.

## 9 Introduction to Mindfulness

### Get Active

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



We normally deliver a series of 6 week Introduction to Mindfulness courses over the year. We were able to run 2 courses in the spring with 12 participants. However due to heating issues we were not able to continue in the autumn /winter period. Fortunately we were approached by Palace Green library (Durham University) to deliver both a course and a drop in as part of their "Catch Your Breath" exhibition from January to March, which were both very successful. The course supports people to understand and to practice a Mindful approach to their life which can enable them to maintain positive health & wellbeing and the drop in offers individuals to maintain their practice.

## Everything in Place

In partnership with St. Cuthbert's Hospice and the very bubbly Louise Johnson we regularly host 6 session courses which supported people with exploring their arrangements for the future in terms of care, funeral arrangements etc. Again due to heating issues we delivered these from Witton Gilbert Methodist Church who very kindly have supported us by offering their church for free. The sessions included:

The importance of having a will, Lasting power of attorney, care decisions, funerals, organ donation and digital legacies. 10 individuals attended at least one session, most attended all 6.

## Woodland Wonders

*Everything in Place:*

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

The Witton Woodland Wonders holiday programme activities have been held:

*Easter: Little Wonders 3rd and Woodland Wonders 4th & 5th April 25 individual children attended.*

*Spring bank: Tuesday 29th & Wednesday 30th May Thursday 1st June pm 25 children attended.*

*Summer: Monday 13th-Wednesday 17th August 10am-3pm 29 individual children attended.*

*Autumn: Wednesday 24th- Little Wonders 16 attended & Thursday 25th October Woodland Wonders 12 attended.*

*Winter: Saturday 8th December 10-12 where 7 children enjoyed Christmas crafts.*

*February Half term: Monday 18th - 8 children attended & Little Wonders Tuesday 19th February - 15 attended.*

*Easter 2019: Tuesday 9th April 10-12 - 7 attended & Little Wonders & 1-3.30 16 attended.*

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

As usual the excellent planning and delivery of Pat Bainbridge meant the programme worked efficiently. 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.



## 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*



Pat was supported by 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 including Beth & Victoria from the Young Rangers course.

**Young Rangers:** A course was held from June - September 2018. Although the numbers were small (4) the individuals benefitted immensely with one participant moving on to further Forest school training and another using her experience as part of her thesis





## Creative Writing

Again this year the creative writing group have continued to meet in the vestry now on the second Monday of the month 1.30-3pm. Exploring themes such as:

Old age as seen through the eyes of a child.

Summer madness!!

We are hoping to recruit further for September once the heating has been sorted.

## 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 21 individuals taking part over the last 12 months. However it can be a bit like feast or famine with numbers with groups as small as 1 and as large as 12. In May a group of 16 came along from Aspire women's centre for a day's walk and meditation. This has promoted the project well in the Chester-le street area.

## 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 25 walkers signed up and an average of 10-18 taking part regularly.

## Folk singing workshops

This year (May/June 2018) we were able to run this activity again on Fridays 1-3pm with funding from Mick Danby Foundation (£690) initially 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 over 70 different songs from all over

## 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!"*





the world! We had 18 signed up for the sessions, but varied in attendance from 8-12.

When the funding ran out we were very lucky to get Ian Tute a local folk fan who has been supporting the group every Friday since November. We have had to move once again to the Methodist Church due to the heating issues. Ian helped us to rehearse a short set which we were able to perform at Stanley Park residential care home in February. This performance was gratefully received by staff and residents alike.



### 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.

We have been visited by local residents and visitors from home and abroad who have been really pleased to see that the Church is open.

*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

June 2019





# Breathing Space Core Activities 2018/19



## 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 five 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 and Creative Writing.



## 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 2018/19

Since the Annual General Meeting held on 24<sup>th</sup> June 2018, Trustees have met eight times, including an Interim Meeting and a joint meeting with the PCC. The notable points/events include:

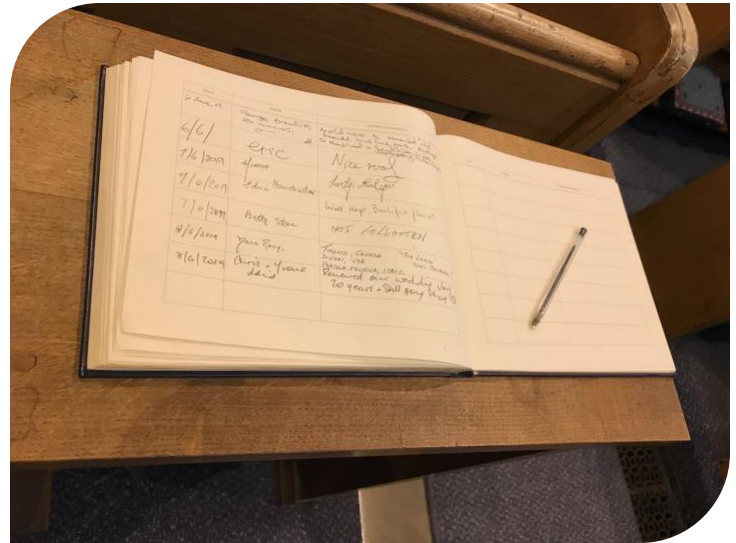
- In July 2018, the first full meeting of the Trustees was held. The Trustees took the opportunity to review the AGM held in June and, following favourable comments received from members of the congregation, who got a better understanding of Breathing space, decided to keep a similar format next year. It was felt that Gillie's presentation was particularly good. The Trustees also discussed the General Data Protection Regulations (GDPR) and agreed to accept Diocesan Guidance and formed a sub group to agree a policy. The Trustees also agreed to extend the Project Coordinator's contract to the end of March 2019. The matter of Public Liability Insurance cover for activities was raised and Trustees agreed that the matter should be investigated further.
- At September's meeting the Trustees agreed the actions from the GDPR Subgroup's meeting and determined the draft Policy. The Trustees received a Project Coordinator's Report on activities and noted the good progress, in particular the Summer Woodland Wonders course. The Treasurer indicated where the shortfalls of funding on activities were, which helped direct fundraising efforts.
- The November meeting of Trustees discussed Social Enterprise schemes but there appeared to be a number of hurdles to overcome and the idea may need further advice. The Public Liability Insurance issue was resolved as our own insurance covered this to the Trustees satisfaction. The Treasurer highlighted that core costs (mainly covers Project Coordinator's salary) would have little in reserve after the end of the financial year (March 2019). It was agreed for Trustees to hold a joint meeting with the PCC to discuss this issue further.
- The joint meeting with the PCC, to talk about funding and the future of Breathing Space, took place in December. In order to meet a projected shortfall in core funding, a method of guarantors was discussed, where individuals would cover any shortfall however, this was not considered sustainable. Instead, it was clear that with a fundraising and donation strategy the problem would be eased and become more of the sustainable solution that was sought.
- At the first meeting in 2019, the January meeting of Trustees discussed the Fundraising and Donation Strategy along with a letter to the congregation. Trustees were now confident that core funding would extend a full 12 months and the Project Coordinator's contract was extended to March 2020. The details of the AGM were firmed up and agreed the date of 23<sup>rd</sup> June

2019. It was also agreed that a better value for money insurance cover could be found with Ecclesiastical Insurance.

- An interim meeting was called at the end of January to confirm that the offer from Ecclesiastical Insurance was cheaper than our existing provider however, the cover was not as good. It was agreed to stick with our existing provider Towergate.
- At the meeting in March, Trustees learnt that the financial position was being maintained and that further ground had been made on the submission of an application to The Big Lottery by the appointment of the Lottery's Project Officer Lynn Stoddart to assist us. Trustees were also informed that DBS checks needed updating.
- The Trustee's meeting in May centred on the award of £79,193 to Breathing Space from the Big Lottery Reaching Communities Fund. This was deemed a pivotal moment in the history of Breathing Space as it had secured its future for 3 years or more. This award would be celebrated at the BBQ Event planned for August.

It is worth noting that, as Breathing Space becomes more widely known, there have been several approaches from groups to use the church as a venue for their own workshops. This in itself is a wonderful thing but it also acts as a catalyst for the growth of Breathing Space.

Finally, the church has been a key part of the community's life for many years.



way Small Pilgrim Places is operated within the church, may ease the problem.

David Wilcox  
Secretary

June 2019







## Item 6

# Fundraiser's Report

## 2018/19

Going forward into our 8<sup>th</sup> year of **BREATHING SPACE**, as in previous years, we were taking steps into the unknown. From its conception in 2011 when **BREATHING SPACE** took its first public outing on a shoe-string budget we knew it would be challenging to stay afloat, so where we are today is the result of the tenacity and dogged determination of all our Trustees, our Project Coordinator, all our volunteers and all who have supported us within and outside of our community.

Many hours have been spent sourcing and writing applications to possible funding bodies, followed by a long agonising wait to hear from them, some taking up to 5-6 months to assess our applications. The hunt is relentless and our Fund-raising Spreadsheet regularly shows **RED** (rejection) with fewer showing **GREEN** (awarded)!! But this only toughens our resolve to prove our worth.

In the autumn of 2018 we received a welcome award of £1000 from **Masonic Charity Fund** who recognised our work to be of great value. This award helped extend our Project Coordinator's salary.

2019 has been the turning-point for **BREATHING SPACE!!**

This year we applied to **The Big Lottery Reaching Communities Programme** for 3 years Core Funding and 2 years Activity Funding to the tune of **£79,193**, and we are overwhelmed and thankful to be awarded this grant. To be recognised as a worthy recipient of this award has proved the value of the work we do.

This now gives our Project Coordinator extended hours and more time to liaise, network and administer her duties.

We hope to continue working together long into the future, creating a unique set of opportunities for groups and individuals who are seeking a 'Breathing Space' in their lives and ultimately improve their mental and physical wellbeing.

A big THANK YOU goes to Stephen Ellis and Bob Dean who have provided accurate budget figures for all our applications and to all the other Trustees whose support and encouragement has been well received. We would also like to thank Bernadette Askins and Susan Tron who have long been champions of our project and regularly supported us by providing information on funding possibilities.

Brenda Gilmore  
Penny Minney  
Denis Daggett

June 2019

*Photograph and text from article in the Northern Echo*



**Witton Gilbert's  
'breathing space'  
project gives people a  
place to stop and think**

Noel Dixon, Brenda Gilmore and Gillie Boggon, who are involved in The Breathing Space project at St Michael's and All Angels Church, in Witton Gilbert, which is aimed at getting the community to make the most of its peaceful atmosphere

# Item 7 Treasurer's Report 2018/19



	<u>Totals</u>
	£
<b>Opening Bank Balance 1<sup>st</sup> April 2018</b>	<b>16207.55</b>

<u><b>INCOME</b></u>		
PCC Grant	Core Costs	<b>4500.00</b>
Local Giving + Donations	Core Costs	<b>3308.38</b>
Truemark Trust	Core Costs	<b>3000.00</b>
Masonic	Core Costs	<b>1000.00</b>
General Fundraising	Core Costs	<b>1414.13</b>
General Core Costs	Core Costs	<b>490.00</b>
Donations	Woodland	<b>410.00</b>
Donations	Get Active	<b>1231.00</b>
Donations	Folksinging	<b>77.10</b>
Grants - Awards For All	Get Active	<b>9969.00</b>
Grants - CHAD	Woodland	<b>250.00</b>
Grants - DCC CREE	Mens Shed	<b>3000.00</b>
Grants - Parish Council	Mens Shed	<b>1000.00</b>
DCCF - Grant	Folksinging	<b>815.36</b>
<b>Total Income 2018/19</b>		<b>30464.97</b>



<b><u>EXPENDITURE</u></b>		
<b><u>Core Costs</u></b>		
Salary - Net		10209.40
Salary - HMRC		225.18
Pension		599.86
Mullen Stoker		388.80
Phone & IT		168.36
Showcase / AGM		0.00
Office Phone / Wi-fi		140.00
Rent		2000.00
Photocopying		118.38
Sundry Admin		180.00
Insurance		1221.25
Total Core Costs		15251.23
<b><u>Project Costs</u></b>		
Rent	Mens Shed	0.00
Woodwise	Mens Shed	5626.68
Free The Way	Mens Shed	315.00
General Expenditure	Mens Shed	149.99
Methodist Church Rent	Get Active	570.00
Course Leader	Get Active	2534.00
Course Leader	Woodland	3782.25
Course Leader	Young Rangers	0.00
Course Leader	Folksinging	750.00
Total Project Costs		13727.92
<b>Total Expenditure 2018/19</b>		<b>28979.15</b>

<b>31st March</b>		
<b>Closing Bank Balance</b>	<b>2019</b>	<b>17693.37</b>

## Item 8

# Health & Safety Report 2018/19



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 three reported incidents in Church or during activities (one needed hospital treatment, one was a serious trip and the other a scalding by hot drink to a child under parental supervision).

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 is protected with parental control due to 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 2019





## Item 9

# Safeguarding Report

### 2018/19

In 2018 a number of Breathing Space personnel and/or members of St Michael's congregation undertook safeguarding training provided by the Diocese of Durham. This included the on-line foundation course (C0) and the more advanced C1 and C2 training at Cuthbert House. Pat Bainbridge, Gillie Boggon (Breathing Space project coordinator) and Stephen Ellis completed C1 and C2 in January 2018. Dave Wilcox and Alan Suggate (Church Wardens and/or Breathing Space volunteers) have completed C1 courses and some other Breathing Space volunteers/ PCC members have also done C0 and C1 training. Safeguarding training provided by the Diocese is available throughout 2019, either on-line or at Cuthbert House.

There have been no safeguarding incidents over the past year, so far as we are aware. Our **safeguarding policy** has been reviewed and updated (January 2019) and this applies to both Breathing Space and St Michael and All Angels church. It has due regard for the key principles of 'The Church of England's Safeguarding Policy for children, young people and adults' (2017) and the 'Parish Safeguarding Handbook' (2018). **A copy is displayed on the church notice board in the porch.**

There is a requirement for us to display safeguarding information on St Michael's website as well as in our church:

1) A formal statement of adoption of the House of Bishops' 'Promoting a Safer Church; safeguarding policy statement' signed on behalf of the PCC.

2) Essential contact information, such as the Diocesan Safeguarding Adviser (Beth Miller), the Parish and Breathing Space Safeguarding Officer (Stephen Ellis), and how to get help outside the church with child and adult safeguarding issues. (This information is provided very clearly in our safeguarding policy.)

3) Safeguarding arrangements must be clearly visible on the **front page** of our **parish website** along with a link to the safeguarding information on the Diocesan Website, plus a copy of our safeguarding policy statement.

An on-line facility for the processing of DBS (Disclosure and Barring Service) checks was made available in 2018 and we are registered for the use of it. Eligibility criteria for DBS checks change from time to time and a number of our personnel have undergone such checks over the past five years. We will be reviewing the need for new checks to be carried out as and when existing DBS certificates expire (after five years) and when new candidates (e.g. some volunteers) become eligible. If anyone has any concerns or queries about safeguarding children or vulnerable adults who participate in Breathing Space activities, or in our church or wider community, please do not hesitate to contact me on 07832 336247. Please also take a look at our safeguarding policy.

Stephen Ellis  
Safeguarding Officer

June 2019



## Item 10 Administrative Information



### **Trustees**

Noel Dixon, Chair of Trustees (reappointed 23<sup>rd</sup> June 2018)

Robert Dean, Treasurer (reappointed 23<sup>rd</sup> June 2018)

David Wilcox, Secretary (reappointed 23<sup>rd</sup> June 2018)

Denis Daggett

Stephen Ellis

Brenda Gilmore

Penny Minney

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](mailto:breathingspacedurham@gmail.com)

Website: [www.breathingspace.org.uk](http://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](http://www.breathingspace.org.uk)

**Breathing Space**  
**Charity Number: 1148676**



**Financial Statements**  
**For the period ended**  
**31 March 2019**

# Breathing Space

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# Breathing Space

## Legal and Administrative Information

<b>Name:</b>	Breathing Space
<b>Charity No:</b>	1148676
<b>Trustees:</b>	Noel Dixon, Chair of Trustees (appointed 23 <sup>rd</sup> June 2018) Robert Dean, Treasurer (reappointed 23 <sup>rd</sup> June 2018) David Wilcox, Secretary (reappointed 23 <sup>rd</sup> June 2018) Denis Daggett Stephen Ellis Brenda Gilmore Penny Minney Jennifer Wilcox
<b>Project Officer</b>	Gillie Boggon,
<b>Governing Document:</b>	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
<b>Address:</b>	32 Friarside Witton Gilbert Co Durham DH7 6RY
<b>Bankers:</b>	Lloyds Bank plc Sacriston Branch
<b>Independent Examiner:</b>	Kate Tully FMAAT FCIE QBAAT 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 19<sup>th</sup> March 2011 and amended (change of 'Objects') and readopted on 19<sup>th</sup> 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:

We were able to run 2 **Mindfulness courses** in the spring with 12 participants. However due to heating issues we were not able to continue in the autumn /winter period. Fortunately, we were approached by Palace Green library (Durham University) to deliver both a course and a drop in as part of their "Catch Your Breath" exhibition from January to March, which were both very successful. The course supports people to understand and to practice a Mindful approach to their life which can enable them to maintain positive health & wellbeing and the drop in offers individuals to maintain their practice.

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 110 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



## Breathing Space

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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 18 individual participants with a core of 12 regular attendees at the group in Witton Gilbert, with a further 25 signed up and at least 18 on a regular basis in the Sacriston Methodist Church on Mondays 12-1pm. In addition, we have funding to support another Get Active group in the Kimblesworth, Nettleworth, and Plawsworth area. We are also exploring the delivery of a Tai Chi session in Changing Lives.

**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. 10 individuals attended at least one session, most attended all six. Again, due to heating issues we delivered these from Witton Gilbert Methodist Church who very kindly have supported us by offering their church for free.

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 21 individuals over the last 12 months. On occasions, the group has been as large as 16 in number.

Creative courses in **Folk Singing and Creative Writing** have been well attended with the groups being self-governed. Around 15 people benefiting from them.

The Durham County Council initiative of **Walk4Life**, started on Fridays in September. It is aimed at people who want to get back into walking because of the health benefits. The walks are 90 minutes in duration and of 3 – 4 miles in length. It proved popular with a total of 25 attendees, with a core of 10-18 people. Gillie Boggon, Michael Wallace, David Wilcox and Noel Dixon have all trained to be walk leaders and are qualified to take the group out.

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 231 entries have been made in the visitor's book for 2018/19. Entries have been received from the local area, UK generally and overseas.

## Breathing Space

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 Chairman .....

Signature N. Dixon ..... Date 23rd January, 2020 .....

# 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 2019, 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 28th January, 2020

Signed K. Tully



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 2019**

	Unrestricted £	Restricted £	Total	Period £
<b>Receipts</b>				
<i>Donations, legacies and other similar receipts</i>				
Grants	4,500	19,034	23,534	19,750
Donations	3,798	1,718	5,516	6,232
<i>Operating Activities to generate funds</i>				
Fundraising Activities	1,414		1,414	2,803
<i>Investment Income</i>				
Bank Interest			-	174
<b>Sub Total</b>	<b>9,713</b>	<b>20,752</b>	<b>30,465</b>	<b>28,959</b>
<i>Other Income</i>			-	-
<b>Total Receipts</b>	<b>9,713</b>	<b>20,752</b>	<b>30,465</b>	<b>28,959</b>
<b>Payments</b>				
<i>Charitable activities</i>				
Projects/Activities and Events		13,728	13,728	10,625
<i>Support costs</i>			-	-
Salaries, NI and Pension	11,423		11,423	10,901
Telephone/Internet	308		308	255
Rent	2,000		2,000	2,000
Photocopying	118		118	101
Admin	30		30	15
Insurance	1,221		1,221	848
<i>Governance Costs</i>			-	-
Independent Examination	150		150	-
Showcase/AGM	-		-	13
DBS Checks	-		-	-
<b>Sub Total</b>	<b>15,251</b>	<b>13,728</b>	<b>28,979</b>	<b>24,758</b>
<i>Other Payments</i>			-	-
<b>Total Payments</b>	<b>15,251</b>	<b>13,728</b>	<b>28,979</b>	<b>24,758</b>
<b>Net of Receipts/(Payments)</b>	<b>-</b>	<b>5,539</b>	<b>1,486</b>	<b>4,202</b>
<b>Transfers</b>				-
<b>Cash Funds Last Year End</b>	<b>12,873</b>	<b>4,807</b>	<b>17,680</b>	<b>13,478</b>
<b>Cash Funds This Year End</b>	<b>7,334</b>	<b>11,832</b>	<b>19,166</b>	<b>17,680</b>

# Breathing Space

## Statement of Assets and Liabilities

**As at 31 March 2019**

	Notes	Unrestricted £	Restricted £	Total £
<b>Cash Funds</b>				
Cash at Bank		7,334	11,832	19,166
				-
<b>Total Cash Funds</b>		<b>7,334</b>	<b>11,832</b>	<b>19,166</b>
<b>Other Monetary Assets</b>				
<b>Debtors</b>		<b>Funds to which it belongs</b>	<b>Cost</b>	
		General		
<b>Liabilities</b>		<b>Funds to which it belongs</b>	<b>Amount Due</b>	
Independent Examination Fee		General	150	
Office Phone/WiFi		General	140	
Mullen Stoker		General	81	
HMRC		General	21	
Photocopying		General	30	
			421	
Cash Funds Less Liabilities				<b>18,745</b>

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

Signed Noel Dixon.....Postition Chairman.....

Signed Bob Dean.....Postition Treasurer.....

Date 23rd January, 2020.....



# Breathing Space

## Notes To The Financial Statements

For the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019

### 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	1,918	3,000	(4,918)		0
Parish Council and Donations - Men's Shed	1,133	1,000	(1,174)		959
Donations - Woodland Wonders	0	410	(410)		0
CHAD - Woodland Wonders	0	250	(250)		0
D'oyly Carte - Woodland Wonders	1,755		(1,755)		0
PCC - Core Costs	0	4,500	(1,367)		3,133
Truemark Trust - Core Costs	0	3,000	0		3,000
Masonic - Core Costs	0	1,000	0		1,000
Donations - Get Active	0	1,231	0		1,231
Donations - Folk Singing	0	77	0		77
Awards 4 All - Get Active	0	9,969	(3,104)		6,865
DCCF - Folksinging	0	815	(750)		65
<b>TOTAL</b>	<b>4,807</b>	<b>25,252</b>	<b>(13,728)</b>	<b>0</b>	<b>16,332</b>

### 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 2019**

# **Breathing Space**

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# Breathing Space

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## Breathing Space

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### Signed on behalf of the Trustees

Name Noel Dixon ..... Position Chairman .....

Signature N. Dixon ..... Date 23rd January, 2020 .....

# Breathing Space

## Independent Examiner's Report on the Accounts

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- 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

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- (1) which gives me reasonable cause to believe that in any material respect the requirements:
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  - 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 28th January, 2020

Signed K. Tully



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 2019**

	Unrestricted £	Restricted £	Total	Period £
<b>Receipts</b>				
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Bank Interest			-	174
<b>Sub Total</b>	<b>9,713</b>	<b>20,752</b>	<b>30,465</b>	<b>28,959</b>
<i>Other Income</i>			-	-
<b>Total Receipts</b>	<b>9,713</b>	<b>20,752</b>	<b>30,465</b>	<b>28,959</b>
<b>Payments</b>				
<i>Charitable activities</i>				
Projects/Activities and Events		13,728	13,728	10,625
<i>Support costs</i>			-	-
Salaries, NI and Pension	11,423		11,423	10,901
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Photocopying	118		118	101
Admin	30		30	15
Insurance	1,221		1,221	848
<i>Governance Costs</i>			-	-
Independent Examination	150		150	-
Showcase/AGM	-		-	13
DBS Checks	-		-	-
<b>Sub Total</b>	<b>15,251</b>	<b>13,728</b>	<b>28,979</b>	<b>24,758</b>
<i>Other Payments</i>			-	-
<b>Total Payments</b>	<b>15,251</b>	<b>13,728</b>	<b>28,979</b>	<b>24,758</b>
<b>Net of Receipts/(Payments)</b>	<b>- 5,539</b>	<b>7,025</b>	<b>1,486</b>	<b>4,202</b>
<b>Transfers</b>				-
<b>Cash Funds Last Year End</b>	<b>12,873</b>	<b>4,807</b>	<b>17,680</b>	<b>13,478</b>
<b>Cash Funds This Year End</b>	<b>7,334</b>	<b>11,832</b>	<b>19,166</b>	<b>17,680</b>

# Breathing Space

## Statement of Assets and Liabilities

**As at 31 March 2019**

	Notes	Unrestricted £	Restricted £	Total £
<b>Cash Funds</b>				
Cash at Bank		7,334	11,832	19,166
				-
<b>Total Cash Funds</b>		<b>7,334</b>	<b>11,832</b>	<b>19,166</b>
<b>Other Monetary Assets</b>				
<b>Debtors</b>		<b>Funds to which it belongs</b>	<b>Cost</b>	
		General		
<b>Liabilities</b>		<b>Funds to which it belongs</b>	<b>Amount Due</b>	
Independent Examination Fee		General	150	
Office Phone/WiFi		General	140	
Mullen Stoker		General	81	
HMRC		General	21	
Photocopying		General	30	
			421	
Cash Funds Less Liabilities				<b>18,745</b>

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

Signed Noel Dixon ..... Postition Chairman .....

Signed Bob Dean ..... Postition Treasurer .....

Date 23rd January, 2020 .....



# Breathing Space

## Notes To The Financial Statements

For the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019

### 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	1,918	3,000	(4,918)		0
Parish Council and Donations - Men's Shed	1,133	1,000	(1,174)		959
Donations - Woodland Wonders	0	410	(410)		0
CHAD - Woodland Wonders	0	250	(250)		0
D'oyly Carte - Woodland Wonders	1,755		(1,755)		0
PCC - Core Costs	0	4,500	(1,367)		3,133
Truemark Trust - Core Costs	0	3,000	0		3,000
Masonic - Core Costs	0	1,000	0		1,000
Donations - Get Active	0	1,231	0		1,231
Donations - Folk Singing	0	77	0		77
Awards 4 All - Get Active	0	9,969	(3,104)		6,865
DCCF - Folksinging	0	815	(750)		65
<b>TOTAL</b>	<b>4,807</b>	<b>25,252</b>	<b>(13,728)</b>	<b>0</b>	<b>16,332</b>

### 3 Trustees Remuneration

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