



Breathing Space

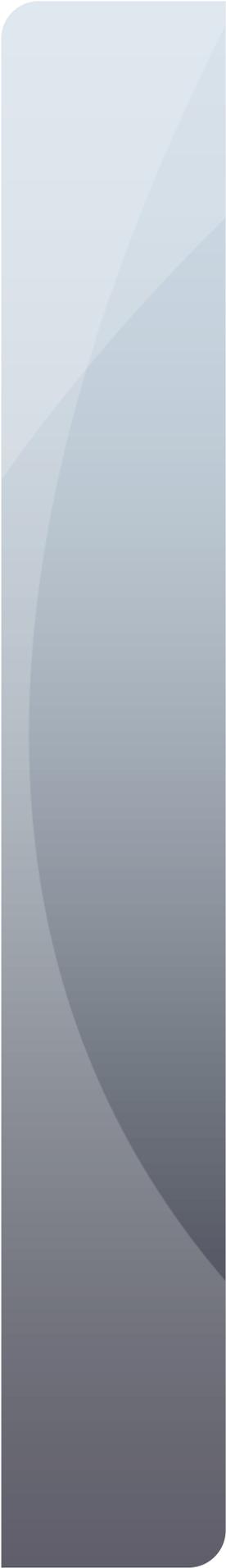
Annual General Meeting Report
Year ended: 31st March 2020

Charity no: 1148676

Breathing Space

Annual General Meeting Report

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Item 1 Agenda

Annual General Meeting

9th December 2020

1. Welcome (Chair)
2. Prayers
3. Apologies of Absence
4. Minutes of AGM 2018/19
5. Board Reports for 2019/20
 - 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 2018/19

BREATHING SPACE MINUTES OF TRUSTEES ANNUAL MEETING 2018/19

Minutes of Trustees' Annual Meeting held in Church 11.00am on Sunday 23rd June 2019.

Those present:

Noel Dixon (Chair) (ND)
Robert Dean (Treasurer) (RD)
Denis Daggett (DD)
Brenda Gilmore (BG)
Penny Minney (PM)
Gillie Boggon (GB) Project Coordinator
Guest: Rev'd Canon Caroline Dick (CD), 17 Parishioners (see attendance sheet).

This year the AGM was carried out during the Eucharist service and was previewed by our Team Rector Caroline Dick, who reasoned that our faith in God is rewarded in the gifts we receive. The business part of the AGM followed the Service at 11.00am.

1. Review of 2018/19:

GB then spoke of her amazement and delight that she was still in her role after 5 years. She confirmed that Breathing Space had managed to maintain all current running programmes and had been successful in adding new ones. She emphasised that one of our strengths was the diversity of the activities we offer, which was something that was recognised by the National Lottery Reaching Communities Programme and Durham Freemason Charity Fund. They warmed, she said, to the concept of Breathing Space and the ideally peaceful surroundings in which we chose to set up our Project. Breathing Space has many partners; Sacriston Medical Centre (Mindfulness Drop-In); St Cuthbert's Hospice (Everything in Place); Palace Green Durham (Mindfulness Course); and our Folk Singers have performed at Stanley Park Residential Care-Home where they 'made a joyful noise'!

She commented that we are all walking through the brokenness of life.... temptations, unfulfilled desires, unjust circumstances and trials around every corner, and as followers of Jesus these circumstances rightly become the subject of our prayers, both for ourselves and for others.

She marvelled at the 'openness' of our church and told how many people have found it to be their spiritual home. Northumbrian Community hired our church for a day which they centred around 'brokenness'. It was an excellent day full of spirit with people sharing their experiences of life's ups and downs through art, music, dance and reflection. She said Breathing Space and the activities we provide are the fruit of our prayers. She went on to say that whilst we can't take particular situations or stressful circumstances away from an individual, we can get alongside them and try to relieve their hurting.

She exemplified Men's Shed and the challenges that face some of the men we seek to help by listening to their stories and never judging. Letting them know that there is always someone who cares. She acknowledged the input of volunteers, Noel, David, Jennifer and Denis, and their willingness to assist, share and care.

She said none of this could happen if it wasn't for the wonderful monetary support received from Durham County Council, Awards 4 All and our Local AAP amounting to £14k, also Witton Gilbert Parish Council and many other local gifts and donations. She finished by remarking how doing this work has been a big boost to her own wellbeing and by thanking everyone for support...whether it be volunteering, attending, giving and praying for Breathing Space...

"it means so much" she concluded.

ND then expressed how pleased he was to commend our Annual Report during the sermon slot so that everyone could learn the full extent of what really happens during one whole year of Breathing Space.

First, he wanted to stress that this project belongs to us all. He said that although the elected members of Witton Gilbert Parochial Council were the representatives who created Breathing Space through vision and commitment, and who with permission from the community continue to provide a substantial grant annually to the project, he wanted us all to have the sense of ownership.

He said there was no stereotype of the people we work with and spoke of the types of trauma individuals suffer, nightmares, stress disorders or addictions. All these people have a story to tell he said. He likened it to men and women who suffered during world wars but who couldn't talk about it afterwards...this he said, is the importance of the work we do.

The awarding of the Lottery Funding and Masonic Charity Grant is such a boost, not only financially but it gives credence to our project. They trust us with this money. He added, it may surprise people to learn that Breathing Space Charity has been in operation since 2011, coping on a shoe-string budget, but still we were recently given a certificate from Durham County Council thanking us for the work we do in the community. Having Durham University and our own local Medical Centre on board is also an acknowledgement of the worth of the work we do.

He stressed that our Trustees are a 'friendly bunch of people' as are the people who take part in all our activities, and he extended an invitation to all those present, their friends and families to think about getting involved in Breathing Space whether as a Trustee, a volunteer or even a participant in our varied activities. He expressed his sincere thanks to the Trustees and added he could not conclude without giving special thanks to Gillie, our Coordinator, for her commitment to her work saying, "Gillie is a special lady blending, networking and managing in her duties and we would struggle without her".

AGM Business Meeting

2. Apologies for absence received from:

Stephen Ellis, David Wilcox and Jennifer Wilcox.

3. Members present:

Brenda Gilmore (BG); Noel Dixon (ND); Denis Daggett (DD); Robert Dean (RD); Penny Minney (PM). Gillie Boggon (GB); (9 Congregation remained)

4. Opening Prayers

Noel Dixon opened the meeting with a prayer for Breathing Space.

5. Minutes of AGM 2017/18

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

6. Board Reports

All of which are printed in full in AGM Booklet

7. Elections:

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

Noel Dixon (Chair); Nominated by Brenda Gilmore, Seconded by Denis Daggett.

Robert Dean (Treasurer); Nominated by Penny Minney, Seconded by Brenda Gilmore.

David Wilcox (Secretary); Nominated in his absence (expressed a willingness to stand) by Robert Dean, Seconded by Denis Daggett.

Brenda Gilmore elected as Vice-Chair.

Trustees:

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

Rev'd Bill Jackson present at the meeting expressed the wish to stand as a Trustee and was accepted.

8. Close:

The meeting closed at 11.10am.

9. Date of next meeting

Thursday 8th August 2019 at 2.00pm in Church.

Signed (Chair).....

Brenda Gilmore
On behalf of the Secretary

Date.....



Chairpersons report 2019/20

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

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

We were extremely fortunate to recruit the services of our first administrative volunteer. Carrie Armstrong is a very enthusiastic and capable volunteer. She was proving to be a big help to Gillie when lockdown curtailed our

Item 3 Chairperson's Report 2019/20

activities. We look forward to resuming our working partnership as and when life starts to return to normal.

We owe a debt of gratitude to Denis Daggett who has maintained contact with two local men and continued, with them, to maintain and improve footpaths in the adjoining dene. Whilst all our trustees are important to Breathing Space, a big thank you must also go to Jennifer and David Wilcox who more than fulfil their roles as Trustees but also volunteer for many of our activities.

Looking forward we have been encouraged by the messages of support from many of our clients. We were able to temporarily open some activities between lockdowns and were really pleased with the increased demand for our services, before being closed down again. With the security of medium-term funding, we have been starting to plan for the longer term and the need to recruit some younger trustees.

I wish to thank all my fellow trustees for the quality of their work. We must accept that there are likely to be some restrictions until our year end in March 2021. I sincerely hope, that, with the introduction of vaccines, the following year will run more smoothly.

Noel Dixon, Chair

December 2020

Item 4 Project Coordinator's Report 2019/20



I can't believe that this is my sixth Annual General Meeting as Breathing Space Co-ordinator. Whilst I am as always delighted to report back on this last 12 month's it has been a difficult end to the first year of the Big Lottery funding. It was amazing to have the opportunity to plan ahead for the next 3 years but a real challenge as to how things could move forward after the onset of the Covid-19 pandemic & Lockdown.

We were really blessed by the introduction of Carrie Armstrong who had taken up the voluntary role of Admin support for the project. She has been fantastic in supporting the monitoring of the project and casting an eye over my attempts at publicity. She is still in contact but has been working from home and until recently home schooling! Quite a challenge!! She hopes to return to volunteering once the restrictions ease.

From June 2019 I began working 18 hours a week in preparation for the lottery grant starting in September. As always, I strive to work 50% of my time on a face to face basis and the rest of my time networking, attending meetings and fundraising for the programme, as well as ensuring the activity funding is monitored and projects evaluated.

We were blessed with additional funding from St Michael's Healing home foundation of £845 which will help to enable us to enhance the Arts activities in particular the Kintsugi art course we had hoped to deliver Spring 2020. Once again, the support of DCC Public health budget has added £1500 towards additional activities in the Men's Shed.

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 is delivered through Breathing Space and works in partnership with the Friends of Witton Dene and I would once again like to thank Denis Daggett who is a real backbone to the project. Liaising with Dave Tully & the team he ensures that the work done in the Dene is what is required and is very popular with the participants.

The Men's shed is supported financially through The Big Lottery and is part of Durham County Council's suicide prevention programme which promotes positive activities for Men, particularly those most vulnerable. Every Monday 10-12 the lads, who mainly come from an abstinence programme at Free the Way, join us here at Breathing Space where they help out with conservation activities down in Witton Dene. The group who are also made up of local men are greeted with coffee and jam butties and join in the conservation activities which Dave Tully sets for the group. Dave comes to us from Woodwise and has a background in environmental work. The men also have the opportunity to have a little quiet time in the church for prayer, rest and reflection.

Over the past 12 months 58 individual men have attended the 34 sessions (438 individual attendances)



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.

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.

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 who are recovering from illness or those who just want to enjoy physical activity in a safe and supportive atmosphere. Led by Sandra Mountjoy the sessions are enjoyable, fun and challenging. Over the past 12 months there have been 33 individual participants (602 attendances) The sessions operate 1.45-2.45pm on Wednesdays at the Witton Gilbert Methodist Chapel and Sacriston Methodist Church 12-1pm. These sessions have been supported by an Awards 4 All grant which

"I have been able to go for the camera down my throat & did my breathing slowly. Dr was over the moon" MB

"As I have Parkinson's I find the exercises help me balance a lot better & I enjoy the company" AD



has been gratefully received by the participants. We have also with this grant piloted a few activities in neighbouring villages including a Tai chi session in Changing lives Plawsworth for staff and residents; and a gentle exercise group in Nettlesworth. We had hoped to continue the promotion of this gentle exercise programme to other villages in the area prior to Lockdown. The benefits of the Get Active have been tremendous. Participants have commented upon their increased vitality since taking part and look forward to meeting up as a group each week.

The funding also supported a Friday Wellbeing drop in Monthly information sessions were held on the first Friday of the month in Sacriston surgery where the group discussed health & wellbeing issues including the benefits of reflexology & Bach flower remedies to how to take prescription medicines effectively.



The group is made up of a number of older people from the community who are at risk of social isolation, such as Mary (seen below) who is 95 and enjoys taking part in all of the activities. We also have some younger members who are suffering from MS and Fibromyalgia; and one individual who is recovering from Breast cancer. This group is not only a reference group for the activities we run within Breathing Space but also a self-help & support. Unfortunately, the group was curtailed in March due to the virus.

We also ran a very successful Mindfulness drop in within Sacriston surgery which attracted 20 participants (153 attendances/30 sessions) A big thanks goes to Martin Bell, the practice manager of Sacriston surgery and his staff



Introduction to Mindfulness

Two Introduction to Mindfulness courses were delivered over the year. We were able to run 1 in the spring with 8 participants. However due to ongoing heating issues we were not able to continue in the autumn /winter period. Fortunately, we were approached by Delves

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*

Lane Village Hall to deliver a course for 7 participants as part of their programme. 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.

Woodland Wonders

A grant from the Mid Durham AAP enabled us to deliver an excellent programme of forest school-based activities over the year:

Sessions were held in April and May for both the 6-12's and the 2-5's.

The Summer programme was a big hit Monday 19th-Friday 23rd August 2019 summer programme with an extra day for the Little Wonders

A day in October, Christmas craft session in December & a day in February were enjoyed by the families. as well as volunteer training over 3 sessions with 8 young adults with extra needs from The Wider World of work project based in Belmont. The children and young people gained a lot from being in the outdoors and understanding the importance of their local environment.

"My children (2 and 5) absolutely love Woodland Wonders. They love the mix of exploring the local environment, learning about nature and the hands-on craft activities. The hot chocolate over the fire is also often a big hit, especially in chilly weather(!). We often visit the Dene on a weekend and talk about the things they learnt at their last Woodland wonders



and it has helped the kids really look carefully at the details of the environment they are walking through. Both us parents and also the Grandparents who have attended various sessions have also really enjoyed and learnt things from them- so it's not just for the kids!" CA quote from parent after the session in February.

The programme was enjoyed by 53 individual children as well as volunteer training over 3 sessions with 8 young adults with extra needs from The Wider World of work project based in Belmont.



Creative Writing

Again during 2019/20 the creative writing group has continued to meet in the vestry now on the second Monday of the month 1.30-3.30pm. Exploring various topics and themes as well as hosting sessions with published writers!

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 66 walkers signed up and an average of 12-18 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:

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

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

"Very thought provoking & spiritual"



Sensing the Seasons

Mindfulness is a really useful tool to support the development of positive health and wellbeing. The monthly "Sensing the Seasons" uses mindfulness techniques to enable the participants to be aware of themselves in the present and to allow judgmental thoughts and negative emotions to flow through. 25 individuals have attended the walks and have found them useful physically, emotionally and spiritually.

Folk singing workshops

The Folk singing activity normally runs on Fridays 1-3pm in the Methodist Church. This was temporary until the heating system had been replaced in St Michael & All Angels. Thanks again to Witton Gilbert Methodist church who enabled us to continue with our programme.

Ian Tute a local Folk singer has been volunteering with us to support the continuation of the group.

11 individuals have participated over the last 12 months (with attendances of 248) The group performed at our launch of the Lottery funding which was greatly received.



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.

The year was just about to close in March with real success until the pandemic occurred. This has set our organisation a real challenge on how things could move forward after the Lockdown. But that's a story for next year's report!!

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

Breathing Space Core Activities 2019/20



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



Get Active Again

Get Active Again is a gentle exercise group aimed at those who want to start to increase their physical activity. It is suitable for older members of the community and for those recovering from illness or those who just want to enjoy physical activity in a safe and supportive atmosphere.



Woodland Wonders

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



Creativity

Folk Singing, Creative Writing, (Art and Photography Workshops planned but delayed due to Pandemic).



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 2019/20

Since the Annual General Meeting held on 23rd June 2019, Trustees have met four times, up until 31st March 2020. On Monday 23rd March 2020 the Country went into 'Lockdown' as a result of the spread of the Coronavirus and subsequent increase in mortality. Lockdown meant that the Country came almost to a standstill except for those that were considered 'essential workers' – NHS staff, shop workers, Council staff and delivery drivers. This of course meant the Charity's Project Coordinator was furloughed – see notes on meeting held in April 2020 (Page 16). During this time meetings of the Trustees were called on an ad hoc basis when needing to react to Government advice and regulation. Three further Zoom meetings were held prior to June 2020, the date of the proposed AGM (this was later cancelled). The notes of these meetings have been included to help tell the story of how the Charity has managed itself and its activities under very difficult circumstances. This also explains the delay to the AGM for Breathing Space.

The notable points/events include:

- In August 2019, the first full Trustee's meeting and a warm welcome was extended to Revd Bill Jackson on becoming a Trustee. The meeting centred on the award of grant of £79,193 to Breathing Space from the Big Lottery. As this was deemed a pivotal moment in the history of Breathing Space and had secured its future for 5 years or more, final arrangements were made for the celebratory BBQ which was to take place on 17th August. At this meeting Trustees also considered volunteer help for the Project

Coordinator and extended Gillie's contract to December 2022, in line with the award of grant.

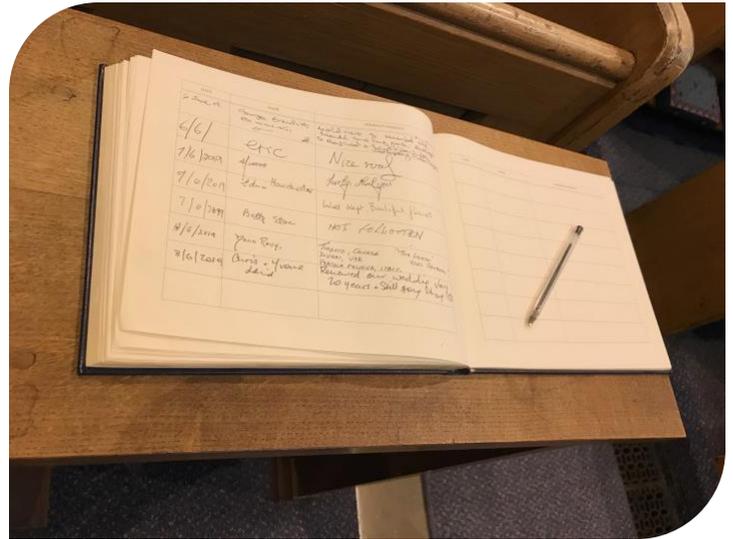
- In October 2019, the meeting approved an advert for volunteer assistance for the Project Coordinator. In terms of Art activities, Benny Graham was lined up for a Folk Song Writing course and other activities being considered were Photography and Kintsugi (Japanese art of repairing broken pottery). A Task Group was set up to monitor the progress of spend on the Big Lottery Grant.
- The Trustees next met in January 2020, when Claire Ritson was present. Interest was shown in the Volunteer Post and it was agreed, subject to informal interview, that all Trustees should assist with the induction, which would double up as an introduction. It was noted that the lack of heating in the church was hampering spend on the Lottery grant. **ND** shared his experience on the 'Marketing: Engagement with the Community'. It was planned to hold the AGM on 28th June 2019 and the Summer BBQ on 1st August 2019.
- At the meeting in March, Trustees considered the draft GDPR policy and noted that Carrie Armstrong, Volunteer Assistant had started working with Gillie. Isla Ballard, a Guest Speaker, talked to

Trustees about Community Hubs, which is a 3 year Development Programme and funded by lottery. Trustees also discussed with her the 'sustainability' of Breathing Space. The biggest issue to be discussed was the setting up of a COVID-19 Steering Group to deal with issues created by Coronavirus. It was possible that activities may have to be suspended and processes need to be put in place as we move into a 'Delay' stage.

- An emergency meeting was called in April 2020, via Zoom, to discuss Breathing Space in respect of the issues surrounding COVID-19.
 - The Project Coordinator had been 'furloughed' – suspended on full pay with Government, at present paying 80% of the salary.
 - Stephen Ellis confirmed that The Lottery were aware of the furloughed position and would add any underspend to the end of the grant period.
 - The question was raised as to whether Breathing Space could help with the mental health issues or in the making of 'scrubs' for the NHS.
 - Grants were to be investigated for COVID-19 related issues.

- Another Zoom meeting was called in May and established that the church building remained closed and that Gillie Boggon, Project Coordinator remained furloughed. All grant funders needed to be informed that grants were underspending as a result of activities being stopped. It was noted that the Chancellor had stated that employers were expected to bear more of the furloughing of staff later in the year.

- A further meeting took place in June, via Zoom, reacting to the possibility of the 'Lockdown' being lifted. Trustees were made aware of the increase in contributions towards furloughed staff as the Chancellor reduced the Government's contribution



from 80% to 70% in September 2020 and then 60% in October 2020. Whilst a plan of action was being prepared for re-opening of activities, no firm arrangements could be made until the Government's announcement which was expected shortly.

This has clearly been a very difficult end to the year for the Charity, but it has been managed well in the circumstances with clear guidance and understanding from Grantors.

Finally, Open Church continues to be appreciated with 248 visitors during 2019/20. However, it was with great regret, that since March 2020 the church has been closed to casual visitors.

David Wilcox
Secretary

December 2020





Item 6 Fundraiser's Report 2019/20

On the success of being awarded a grant of £79,193 from BIG LOTTERY 'Reaching Communities Programme' Breathing Space became financially secure for 3 years (Core Funding) plus 2 years (Activity Funding). The first 'draw-down' of this grant was received in Sept 2019 and the balance will be received by Breathing Space at 6 monthly intervals on receipt of our progress reports.

This financial boost gave our Project Officer impetus to move forward with certainty with programme planning and promotion. We celebrated our grant in August 2019 by holding a BBQ, inviting all partners, sponsors, activity participants and villagers. This gave us an opportunity to promote our profile and accept generous donations offered on the day.

After nine years of intense core fund-raising the team took some respite to consider a strategy going forward. In August and October two applications were submitted to Persimmons Homes Community Charity but were unsuccessful. Enquiries to other funding bodies revealed that most funding agencies look unfavourably upon applicants who have more than 6 months running costs unless they can demonstrate that they do not have existing resources for core costs for new projects. This potentially means that we may need to suspend any applications for core costs until such time as our current funding falls below operational levels again. Applications for Activities funding which do not incur additional core costs can continue as normal in the meantime.

Year ended March 2020 ended with all activities in Lockdown due to the pandemic and services have been affected most of current year. We can only hope that 2021 will see us returning to normal working practices where we can continue our project with full vigour.

Brenda Gilmore
Penny Minney
Denis Daggett

December 2020



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

Noel Dixon Chair

Item 7 Treasurer's Report 2019/20



	<u>Totals</u>
	£
Opening Bank Balance 1st April 2019	17693.37

<u>INCOME</u>		
PCC Grant	Core Costs	2000.00
Lottery Grant	Core Costs	16615.00
Local Giving & Donations	Core Costs	5071.81
Get Active	Grants & Donations	2216.00
Men's Shed	Grants & Donations	3000.00
Woodland Wonders	Grants & Donations	3027.00
Folksinging	Donations	118.00
Arts & Crafts	Grants & Donations	915.00
Lottery Grant	Projects	13428.00
Total Income 2019/20		46390.81

<u>EXPENDITURE</u>	
<u>Core Costs</u>	
Salary & associated costs	13200.01
Communications	730.52
Rental	2000.00
Insurance	1168.98
General overhead costs	996.53
Core Cost Expenditure 2019-2020	18096.04
<u>Project Costs</u>	
Get Active	5947.90
Men's Shed	6614.16
Woodland Wonders	2778.82
Project Cost Expenditure 2019-2020	15340.88
Total Expenditure 2019-2020	33436.92

Closing Bank Balance	
31st March 2020	30647.26

Bob Dean
Treasurer

December 2020

Item 8

Health & Safety Report 2019/20



The Health & Safety Policy is a standalone document but it is intrinsically linked to the St Michael and All Angels Health & Safety Policy. The Policy was accepted in December 2013 and a signed copy resides in the Safety File, which can be found in the Vestry.

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

The policy will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all those persons associated with the Breathing Space Project activities.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made. The policy was last reviewed in 2019.

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 was only one reported incident in Church or during activities (minor graze to finger). Where incidents do occur, they

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
December 2020





Item 9 Safeguarding Report 2019/20

Over the past 18 months we have had no safeguarding incidents of which we are aware, either concerning Breathing Space or St Michael and All Angels Church.

Our safeguarding policy was last reviewed and updated in July 2020 and an electronic copy has been placed on our church webpage. A copy will also be available in the porch when St Michael's reopens following the latest coronavirus lockdown. Our policy takes into account The Diocese of Durham's safeguarding policy, which is available online, plus Durham County Council's safeguarding guidance which is also available online.

Approved safeguarding training is provided by the Diocese of Durham, either at Cuthbert House (in normal times) or online for Basic and Foundation courses. Their respective links are:

<http://durhamdiocese.org/category/newsroom/guides-tutorials/>

<https://safeguardingtraining.cofeportal.org/login/index.php>

Safeguarding training is valid for three years, after which it should be repeated.

Disclosure and Barring Service (DBS) checks have been carried out for a number of our personnel where their roles and responsibilities require such

background checks to be completed. Their certificates are valid for five years.

Those with current DBS certificates include: Gillie Boggon, Pat Bainbridge, Denis Daggett, Bob Dean, Revd Canon Caroline Dick, Marion Ellis, Stephen Ellis, Brenda Gilmore, Revd Bill Jackson, Thelma Jack, Jenny Tinker, David Wilcox and Jennifer Wilcox.

DBS checks are available online via Access Personal Checking Services (APCS) an independent company contracted by the Diocese to streamline the process. The Diocese only supports enhanced DBS checks and has strict eligibility criteria for applicants. It significantly subsidises the cost of obtaining such a certificate, so that Breathing Space only has to pay about £5 per check for volunteers. However, this means that basic DBS checks are not supported and would need to be sought by other means.

The role of Safeguarding Officer for Breathing Space and St Michael's Church has recently transferred to David Wilcox, with administrative support being provided by fellow trustee, Rev'd Bill Jackson. I am very grateful to them both for taking on these responsibilities and am confident that Safeguarding will continue in safe hands as a result.

Stephen Ellis,
Breathing Space Trustee.

December 2020

A blue banner with white text that reads "Safeguarding children & vulnerable adults". The background of the banner features a stylized sunburst pattern in shades of blue.

**Safeguarding children &
vulnerable adults**

Item 10

Administrative Information



Trustees

Noel Dixon, Chair of Trustees (reappointed 23rd June 2019)

Robert Dean, Treasurer (reappointed 23rd June 2019)

David Wilcox, Secretary (reappointed 23rd June 2019)

Denis Daggett

Stephen Ellis

Brenda Gilmore

Penny Minney

Revd Bill Jackson (appointed Trustee 23rd June 2019)

Jennifer Wilcox

Project Coordinator: Gillie Boggon,

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

Tel: 0191 371 1387

Email: breathingspacedurham@gmail.com

Website: www.breathingspace.org.uk

Charity Number: 1148676

Independent Examiner: Mrs K. Tully FMAAT FCIE

Bank: Lloyds Bank

Breathing Space

Gillie Boggon Project Coordinator

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

www.breathingspace.org.uk