



space2grieve

specialist bereavement support  
for Richmond borough

Annual Report 2023

Charity registered in England and Wales No: 1195114

Registered Address: space2grieve, ETNA Community Centre, 13 Rosslyn Road, East Twickenham TW1 2AR

## report of trustees

The Trustees are pleased to present their report, together with the financial statement of the charity for the year ended 30 June 2023.

The Trustees have taken note of the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

## objectives and activities

The charity's objective is 'to relieve the distress and suffering caused by bereavement/grief for the residents of Richmond upon Thames through the provision of one-to-one and group bereavement sessions by expert highly trained specialists in bereavement support'.

Activities that took place in the last year in support of our objectives

- We have grown and developed our team of highly trained Specialist Bereavement Supporters (SBSs) offering free, expert bereavement support for adults, children and young people in Richmond borough.
- Our team of volunteers continues to provide space for clients to talk in a series of one-to-one sessions in person or remotely by phone or zoom. Each session will last up to an hour.
- We have 31 client-facing volunteers including 6 supervisors who, on average, have had over 7 years experience of working in bereavement. All have completed space2grieve's requirements for safeguarding, Enhanced DBS (Disclosure and Barring) Certification and training, and on average volunteer for 3 to 6 hours per week.
- Regular continued professional development is provided so volunteers are up to date with developments in grief theory and practice.
- Two of our volunteers wrote and produced our own bereavement training programme 'Pathway to Developing Bereavement Support' which will be run annually to ensure we always have enough volunteers to meet our agreed waiting time. 4 new Adult SBSs were recruited and started training this year, ready to see clients in September 2023. Additionally, 5 CYP (Children and Young Person) SBSs were trained.
- As part of our ongoing CYP service, we have developed an entirely unique approach to supporting parents, called Parenting through Grief. These sessions are an opportunity to guide the parent of a bereaved child through providing appropriate resources and information.
- Compassionate Cuppa is now a regular monthly event for all bereaved residents of the borough, whether or not they have attended sessions with our specialist supporters. This gives an opportunity for bereaved people to share their feelings with others in the same position.

## structure, governance and management

The charity was formed on 9 July 2021 as a Charitable Incorporated Organisation (CIO) and has been supporting clients since August that year. The charity has 4 Trustees and 3 part-time paid employees.

### **Trustees:**

Barbara Davies (9 July 2021 - present) Chair

Jenny Harris (9 July 2021 - present) Operations/HR

Amanda Lockyer (9 July 2021 - 28 June 2023) Treasurer

Mary Parry (9 July 2021 - present) Safeguarding

Dr. Robert Owen (19 December 2022 - present) Clinical

Debbie Ramsay (10 May 2022- 28 June 2023) General and Marketing

Ruth Close (27 January 2023 - 28 June 2023) Finance Trustee

### **Service Management & Marketing Staff:**

Louise Flory - Service Manager

Hattie Deards - Clinical Services Co-ordinator

Katherine Mathers - Fundraising & Communications Manager

The Trustees hold quarterly meetings.

New Trustees are recruited as and when necessary. Prospective Trustees are asked to provide a range of information by completing a Trustee application form. They are also required to provide a reference. They will be met by all Trustees prior to a decision - taken on both sides - to begin an evaluation process.

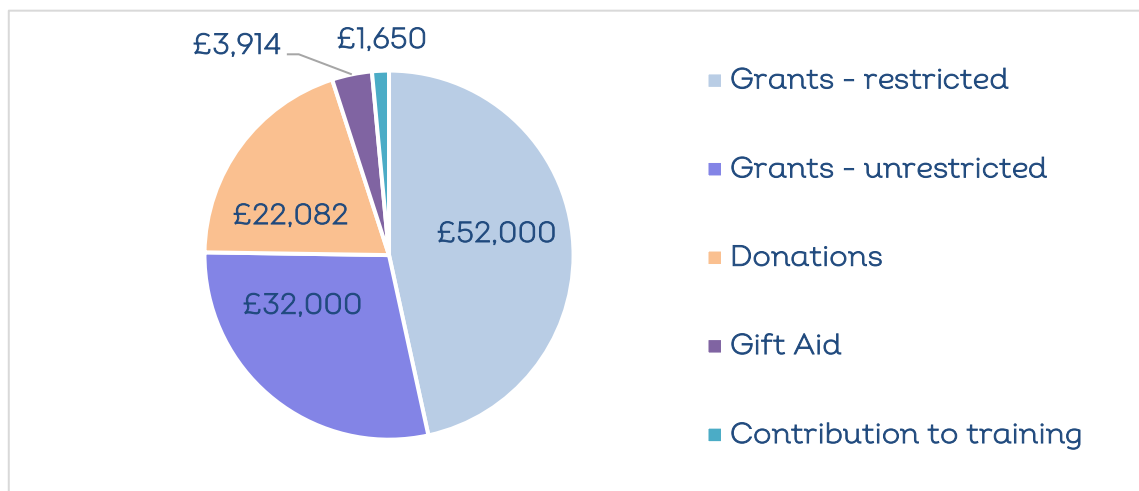
During this evaluation period, they are invited to observe proceedings at a Trustee meeting and spend time with the Service Management and the Fundraising & Communication Manager as appropriate.

After this period, and if the prospective Trustee is still interested in joining the Board, a vote is taken by the Trustees to confirm their acceptance. Induction and support of a new Trustee is undertaken by the other Trustees and the Service Management team.

Trustees delegate the day-to-day management of the service to the Service Management team and the Communications and Fundraising Manager, who are expected to adhere to the aims and objectives and policies of the charity.

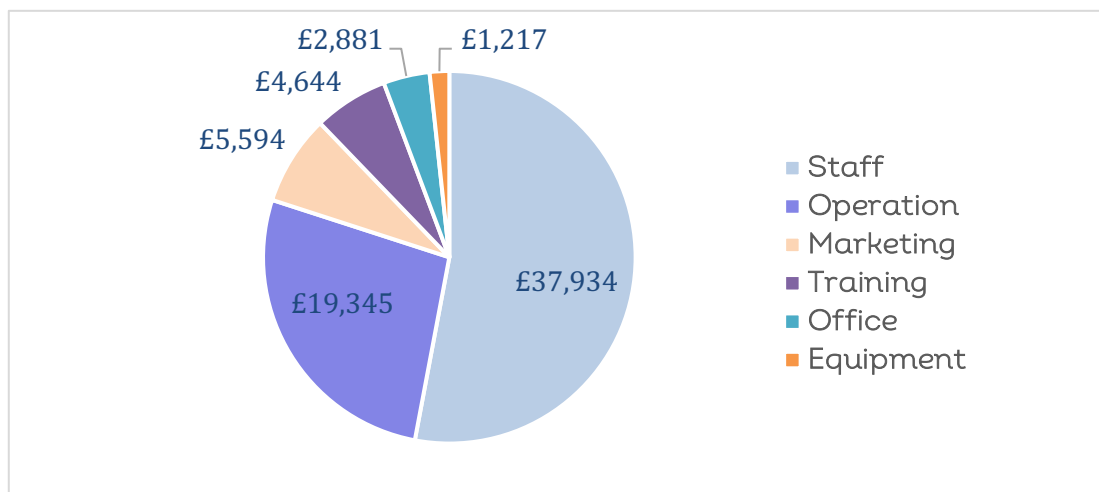
The Service Manager reports to the Trustees at their quarterly meetings.

## income 2022-23



space2grieve benefitted from continuing grant support from Hampton Fund (£20,000) and Richmond Parish Lands (£12,000). This together with a generous grant from the Ian Steers Trust (£20,000) to fund the first year of a Communications and Fundraising Manager made up the restricted grant total. Unrestricted grants were received from the Bob Willis Talent Fund (£30,000) and the Barnes Fund (£2,000). We received donations from the South West Crematorium Metals Fund (£12,000) and the CH Dixon Charitable Trust (£4,500). There were three large donations from individuals (£3,500). Client donations have also been very much valued (£2,000) and are growing year on year. 2023-2024 is already seeing an expansion of funding sources to include community fund raising through sponsored events.

## expenditure 2022-2023



Staff costs represent over 50% of the expenditure. As our services grow so do room hire costs which accounted for £18,248 of our operational costs in the chart above. These are likely to increase in 2023-24 in support of client meetings and Compassionate Cuppa. Getting the word out about our services remains a priority, as does training volunteers and staff, both on joining and thereafter. Just 6% went on Office and Administration. 2023-24 will see an expansion of Children's and Young Persons Services with the associated marketing and room hire costs and will be a focus for fundraising.

## reserves policy

The reserves policy is reviewed annually by Trustees and is currently set at 4 to 6 months of operational expenditure in unrestricted funds at the end of each financial year. This level is required to accommodate any period where one funding stream has been exhausted and another is committed but not yet been received. It allows us to meet our commitment to staff and creditors through this period. Budgeted expenditure for the coming year is £91,171 which gives a range of £30,390 to £45,585 and unrestricted reserves at year end of £41,614 were lying within this range.

## approval

The Trustees declare that they have approved the Trustee's report above.

Signed on behalf of the Charity's Trustees by:

A handwritten signature in blue ink that reads "Barbara Davies". The signature is written in a cursive style with a large, looping initial 'B'.

Barbara Davies

Chair

Date Approved: 31<sup>st</sup> January 2024

## independent examiner's report

independent examiner's report to the Trustees of space2grieve

I report to the Trustees on my examination of the accounts of space2grieve (the Charity) for the year ended 30 June 2023.

### Responsibilities and basis of report

As the Charity Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's account carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention with the examination giving me cause to believe that in any material respect:

- Accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

A handwritten signature in blue ink that reads "D V Matthews". The signature is written in a cursive style with a large initial "D" and a checkmark-like flourish above the "V".

David Matthews

Chartered Accountant

Date: 31<sup>st</sup> January 2024

1 Blenheim Place  
Teddington  
TW11 8NZ

## the figures

### space2grieve receipts & payments account year ended 30 June 2023

	Unrestricted funds £	Restricted funds £	2022/23 Total funds £	2021/22 Total funds £
<b>Receipts</b>				
Grants	32,000	52,000	84,000	60,940
Donations	22,082	-	22,082	18,835
Gift Aid	3,914	-	3,914	138
Contribution to training	-	1,650	1,650	1,800
Bank interest received	49	-	49	-
<b>Total receipts</b>	<b>58,045</b>	<b>53,650</b>	<b>111,695</b>	<b>81,713</b>
<b>Payments</b>				
Staff	11,498	26,436	37,934	26,198
Bereavement support	12,792	6,553	19,345	14,733
Children & young persons	336	-	336	-
Marketing	4,514	1,080	5,594	3,398
Training	3,087	1,557	4,644	3,128
Office & admin	2,845	35	2,881	3,394
Equipment	250	967	1,217	3,167
<b>Total payments</b>	<b>35,322</b>	<b>36,629</b>	<b>71,951</b>	<b>54,018</b>
<b>Net receipts for year</b>	<b>22,723</b>	<b>17,021</b>	<b>39,744</b>	<b>27,695</b>
Cash funds at start of year	18,891	8,804	27,695	-
<b>Cash funds at end of year</b>	<b>41,614</b>	<b>25,825</b>	<b>67,439</b>	<b>27,695</b>

### statement of assets and liabilities at the end of the period

	At 30 <sup>th</sup> June 2023			At 30 <sup>th</sup> June 2022
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Analysis of cash funds:</b>				
Current account	27,390	-	27,390	27,695
Deposit account	14,224	25,825	40,049	-
	<b>41,614</b>	<b>25,825</b>	<b>67,439</b>	<b>27,695</b>

statement of assets and liabilities at the end of the period  
(continued)

	At 30 <sup>th</sup> June 2023			At 30 <sup>th</sup> June 2022
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
<b>Other monetary assets:</b>				
Gift Aid due	1,214	-	1,214	3,914
Interest & other income due	47	-	47	
	<u>1,261</u>	<u>-</u>	<u>1,261</u>	<u>3,914</u>

Receipt of these monies will be included in the 2023/24 Receipts & Payments account.

**Original cost of assets retained for the charity's own use:**

Office equipment	-	2,996	2,996	2,029
Office furniture	250	1,139	1,388	1,139
	<u>250</u>	<u>4,135</u>	<u>4,384</u>	<u>3,167</u>

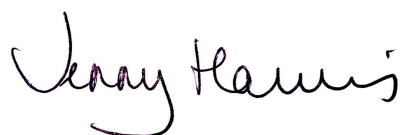
**Liabilities:**

Trade creditors	2,188	468	2,656	1,480
Pension contributions due	31	84	115	76
	<u>2,218</u>	<u>552</u>	<u>2,770</u>	<u>1,556</u>

Settlement of these liabilities will be included in the 2023/24 Receipts & Payments account.

The Trustees declare that they have approved the receipts and payments account and statement of assets and liabilities above.

Signed on behalf of the charity's trustees by:



Trustee



Chair

Date Approved: 31<sup>st</sup> January 2024