

# The Recovery Tree Charity

England & Wales · Charity number 1149848

## Details

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Other names	THE OLIVE TREE CAFE
Status	Registered
Legal form	Charitable company
Company number	<a href="#">08091204</a>
Registered	2012-11-21
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Manor Garden Centre Cheney Manor Industrial Estate Swindon SN2 2QJ
Phone	01793533152
Email	<a href="mailto:trustees@therecoverytreecharity.org.uk">trustees@therecoverytreecharity.org.uk</a>
Website	<a href="https://www.therecoverytreecharity.org.uk/">https://www.therecoverytreecharity.org.uk/</a>

## Activities

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**Objects:** TO PRESERVE AND PROTECT THE GOOD MENTAL HEALTH OF PEOPLE RECOVERING FROM MENTAL ILLNESS OR AT RISK OF SUFFERING MENTAL ILLNESS BY PROVIDING THEM WITH POSITIVE, WORK-RELATED OPPORTUNITIES IN A CAFÉ OPEN TO THE PUBLIC IN ORDER TO TAKE THEM A STEP NEARER THE WORLD OF WORK.

**Activities:** Offering opportunities for people experiencing mental health problems to regain confidence and self esteem through learning new skills and participating in therapeutic activities. Preserve and protect good mental health of people on the road to recovery by providing them with positive, work-related opportunities in a cafe open to the public in order to take them a step nearer the world of work.

## Classification

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- **How:** Provides Services
- **What:** Education/training, Disability
- **Who:** Children/young People, People With Disabilities

## Geography

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- Swindon

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£427,190	£535,604	-	-
2024-03-31	£563,212	£543,769	£161,889	30
2023-03-31	£506,253	£512,532	£142,446	26
2022-03-31	£438,137	£424,748	-	-
2021-03-31	£424,748	£358,285	-	-

## Trustees

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Name	Role	Appointed
<b>DICK MILLARD</b>	Chair	2012-09-25
Cara Leanne Hiscock		2023-08-21
Kenny Baxter		2021-06-22
Lynn Valerie Rowe		2025-07-26

**The Recovery Tree Charity**

England & Wales - Charity number 1149848

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# Accounts

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# The Recovery Tree Charity

Annual Report April 2024 to March 2025

We help people with a mental health condition to lead fulfilling and satisfying lives.



*TWIGS* is a community garden where people can regain confidence and self-esteem through learning new skills and participating in therapeutic activities.

## Our Mission

We help people with a mental health condition to lead fulfilling and satisfying lives. We like to think that our presence, our pride in who we are, and what we do, will mean we are doing our part to reduce the stigma of mental illness.

We offer a mix of time-limited placements and longer term volunteering opportunities for people who have mental health support needs. At TWIGS people can be referred (or self-refer) to us for a placement in therapeutic horticulture and related activities. Some also volunteer with us for longer periods.



## Olive Tree Café

The Olive Tree Café's year fell into two parts. For the first three months, we continued operating as before. In July, we suffered a forced move of premises when the pump serving the drains failed irreparably and our landlord did not repair it. As a result, there was no way for us to deal with waste water and it was impossible to operate a café in these conditions.

We were able to find new premises to move to. The community of Swindon rallied together to support our relocation to Toomer's Country Store and Garden Centre, SN5 3LD and raised over £20,000 to support us. In October, we re-opened on a rather smaller footprint. We also took the opportunity to hire premises in a community centre at favourable rates for a separate kitchen both to provide baked products for sale in the Café, and also to continue with our bakery therapy and training.

### Case study

Lesley was referred to us by the Job Centre. She found it difficult to speak to people and started by baking cakes in the back kitchen. After a few months she had found her feet and moved into the main kitchen. Her confidence built week by week and she was coming out of her shell and chatting to other staff. After a few more months, she felt able to take on front-of-house duties and deal with customers, many of whom she made friends with.

Up to our July closure, we had 55 volunteers and 15 staff with a known mental health support need. Ten independent volunteers helped deliver the service. We regularly welcomed young people who are disabled or vulnerable for some work experience or as part of a Duke of Edinburgh Award. After our re-opening in January 2025, we had 17 volunteers and 8 staff with a known mental health support need.

Four staff completed the mental health first aid course to put them in a better position to be able to support others. We continued with our bakery training workshops on Mondays, and with our Level 1 food safety courses. These were commented on in our Environmental Health inspection, which graded us at Level 5 and recognised our training and support of volunteers.



As a Community Cafe we are reliant on grant funding to support our ongoing operations. Two major grants came to an end during the year and unfortunately; we were not able to secure the funds needed to keep the Cafe open and we had to close permanently on 28<sup>th</sup> February 2025.

The Cafe has been open since 2011 and over 14 years has served the community formidably providing volunteering and paid employment opportunities to people with mental health challenges. In this time, we have served 413 volunteers and staff with a known mental health support need. Of our leavers, many went on to do something with their lives which would have been beyond their reach before they started with us. We also provided space for numerous community groups and charities to meet.

We believe that this has been a significant benefit to the community in Swindon. There are many people to thank for this:

- Phyllida Richards (our Cafe manager since the beginning) and all of our fantastic volunteers and staff for their dedication and professionalism;
- Our many grant funders;
- Our customers and the fantastic community of Swindon;
- the Toomer family who helped us find our new home last year.



Figure 1: Destinations of leavers from the Olive Tree Café, 2011-25

## TWIGS

Our gardening sessions continue to be well-attended and cover a range of seasonal activities in a natural environment. Our service users, ex-service users now in our “ambassador” role and our volunteers together make a group of over 120 people who regularly benefit from our service and facilities each week. 10 – 15 of these are former service users: we encourage them to use their lived



experience to support current service users. Our Dementia Gardening Groups continue and we have created a new Garden of Hope for a group focussed on people dealing with the effects of bereavement. Our facilities continue to be valuable for other local mental health support charities to deliver therapeutic art and craft workshops. Among these were dedicated sessions for women asylum seekers and refugees. 36 people have benefitted over the year.

We have added to our facilities by building a fire proof forge area. Building it was a therapeutic activity for several people: now it is complete, using it will provide further therapeutic opportunities to people at TWIGS. We also constructed our new “Garden Of Hope” which is now in regular use by a Gardening Through Grief group for people dealing with the aftermath of bereavement.

We delivered our **Level 2 Essential Garden Skills course** (8 sessions over 8 weeks) twice, in the autumn and again in the spring, at both TWIGS and Bridewell Organic Gardens in South Oxfordshire. 30 people graduated. The course is both popular and therapeutically valuable.

Our programme of public open days included 8 events during the year. These are good ways to reach new members of the public, to promote the benefits of good mental health and to help diversify our income.

Our support for young people has continued: we hosted visits from local schools (primary and secondary, special and main stream), provided DofE and work experience placements, and ran activity evenings for Scout groups and activity days for groups from the Youth Adventure Trust. We continued our long-term collaboration with Marlborough House, our local in-patient service for young people, providing sessions on their premises and on ours.

We have continued giving talks to local groups about our work and its benefits, and hosting volunteer teams from local employers – 14 during the year.

During the year, we have supported **103** people. In addition, 55 independent volunteers help deliver the service. Several of these are former service users: we encourage them to use their lived experience to support current service users. 6 are “TWIGS Ambassadors” who help present the service to visiting members of the public. The destinations of our leavers is shown below.

#### **Case study**

Gill was diagnosed with Borderline Personality Disorder and suffered childhood trauma: she experiences extreme highs and lows and auditory hallucinations. She also cares for her mother, and has had periods ‘out’ from TWIGS where her mother’s physical and mental health has been so poor that Gill has had to become a full time carer. Initially Gill could attend only with her mother but has progressed to travelling on her own and having her session at Twigs on her own. Over the course of her time at TWIGS Gill’s wellbeing has quantitatively improved, and she feels an increase in confidence, made new friendships and picked up gardening skills and knowledge including floristry which she has a natural flair for.

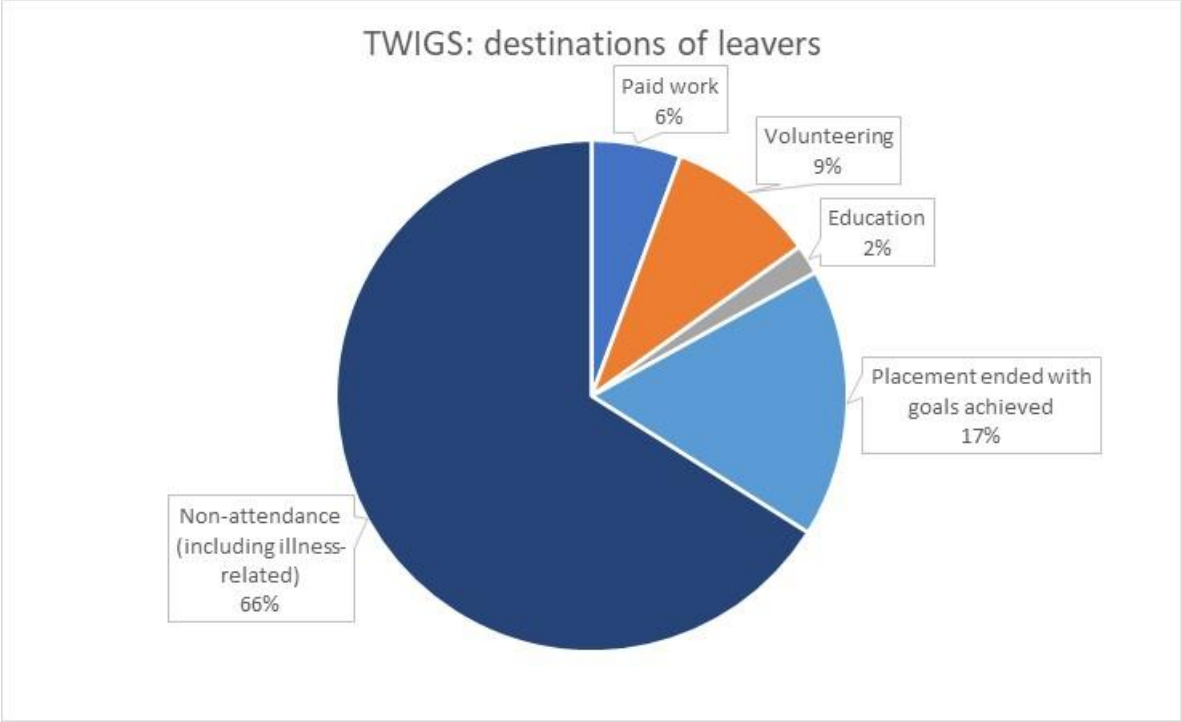


Figure 2: Destinations of leavers from TWIGS, 2024-25



Dementia Friendly Gardening

**100%** of service users report receiving good or excellent service and **95%** say their mental health has improved. **90%** report that being at TWIGS has given them new knowledge or skills. **67%** report being able to function more independently, with **38%** saying they needed less help from the NHS.

## Message from the Trustees

We have been able to continue providing services to support wellbeing for an increasingly diverse group of people, and are grateful to the large number of funders and donors who have helped us be able to do this. In particular, we are very grateful to the many people who contributed to the enormous fundraising effort for the Olive Tree Café, which raised over £27,000 including generous matching for some payments by the Zurich Community Trust. We are pleased that this could keep the Cafe going after its forced move, but very sorry that this managed to keep it open only for a short time.

### The year in numbers

Income £427,190	Expenditure £535,604	Balance at year end £53,475
Total people helped: 163	Volunteers: 61	Staff 1 full time, 6 part time

### Our Trustees

Dick Millard (Chair), Gillian Barber, Jo Ridley, Kenny Baxter, Cara Hiscock and Lynn Rowe.

The Recovery Tree Charity is

- a registered charity (1149848)
- a company limited by guarantee (08091204).

Manor Garden Centre, Cheney Manor Industrial Estate, Swindon, SN2 2QJ.

email: [trustees@therecoverytreecharity.org.uk](mailto:trustees@therecoverytreecharity.org.uk)

Web: [www.therecoverytreecharity.org.uk/](http://www.therecoverytreecharity.org.uk/)

Facebook: <https://www.facebook.com/profile.php?id=100082394996111>



Dick Millard  
Chair

Date: 17<sup>th</sup> June 2025

# Report and Financial Statements

## The Recovery Tree Charity

*1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025*

### **Administrative Information**

The Recovery Tree Charity is responsible for both the Olive Tree Café and TWIGS. It is a registered charity (Charity Commission registration number: 1149848) and a company limited by guarantee (Companies house registration number: 08091204). Its principal office and its registered address is Manor Garden Centre, Cheney Manor Industrial Estate, Swindon, SN2 2QJ.

At the start of the year, there were five trustees and directors: Dick Millard (Chair), Gillian Barber (Secretary), Jo Ridley Kenny Baxter and Cara Hiscock. During the year, Lynn Rowe joined the trustee board.

### **Governance and Management**

Trustees meetings are currently held usually once a month, at which decisions are taken and minuted. The trustees delegated the day to day running of the Olive Tree Café to a manager, Phyllida Richards, while it was operating; and of the TWIGS service to a manager, Alan Holland. The managers provide regular reports to the trustees to aid decision making and prioritisation.

The trustees have reviewed the guidance on public benefit published by the Charity Commission, and have taken due regard to it in exercising their powers and duties.

### **Review of financial results and future developments**

Throughout the year we applied for publicly available government grants, and for charitable grants. Thanks to the generosity of our many funders, we have ended the year in a sound financial position. Our major funders are listed in the notes to the accounts on page 12.

At TWIGS, we have a contract with Swindon Borough Council (SBC): this runs for five years to 31 December 2026. We intend to continue to apply for grants to meet costs of the additional capacity we provide at TWIGS over and above the Council contract.

### **Reserves policy and annual review statement**

The Recovery Tree is a charitable organisation and as such depends on its income from varying sources. Twigs has 5 year contract with SBC expiring on 31 December 2026, plus we receive other grants and donations, supplemented by small amounts of income from plant sales and outreach work.

It is therefore important that we have enough funds to keep running during lean times or when we are short of cash flow. A general reserve is required in order to continue providing the service, including paying staff wages and essential bills.

**Our policy therefore is to keep, where possible, a minimum of 3 but not more than 6 months expenses as a general reserve.**

It is our intention to build up the reserve from sales and fund-raising activities. We intend to review the Reserves Policy every year when completing current year's budgets, to ensure that it remains relevant and financially correct.

### **Reserves Review July 2025**

The unrestricted surplus at the end of March 2025 is £41,304. Twigs expenses for the period April 2024 to March 2025 were £144,775. The unrestricted reserve provides us around 3.4 months running costs, which is within our policy of between 3 to 6 months running costs.

Our aim over the coming year will be to increase our Reserve position in line with our expenses, to ensure a secure back up for any potential future problems, using income from sales and fund raising activities.

**THE RECOVERY TREE CHARITY**  
**Statement of Financial Activities for the year ended 31 March 2025**

	Notes	Total this year	Previous Year
		£	£
<b>Incoming resources</b>			
Grants and Donations	1	284743	291442
Fundraising activities		23958	30238
Sales - Income from activities in furtherance of charitable objects		118489	241532
<b>Total incoming resources</b>		<b>427190</b>	<b>563212</b>
<b>Resources expended</b>			
Materials		54394	86399
Salaries and staff costs	2,3	391457	341527
Direct Expenses	3	18536	24553
Overheads	3	69321	89567
Fundraising Costs		1896	1723
<b>Total resources expended</b>		<b>535604</b>	<b>543769</b>
<b>Surplus/deficit</b>		<b>-108414</b>	<b>19443</b>
<b>Net movement in funds</b>		<b>0</b>	<b>0</b>
<b>Fund balances brought forward as at 1 April 2024</b>		<b>161889</b>	<b>142446</b>
<b>Fund balances carried forward as at 31 March 2025</b>		<b>53475</b>	<b>161889</b>

**THE RECOVERY TREE**  
**BALANCE SHEET AS AT 31/03/2025**

	Notes	Total this year	Previous Year
		£	£
<b>Fixed Assets</b>		<b>12170</b>	<b>28278</b>
Tangible assets	6	12170	28278
<b>Current Assets</b>			
Debtors and Prepayments	7	5088	4613
Stock		0	3298
Cash at bank and in hand		87444	250772
		<b>92532</b>	<b>258683</b>
<b>Short term creditors</b>	8	<b>51227</b>	<b>125072</b>
<b>Net current assets</b>		<b>41305</b>	<b>133611</b>
<b>Total assets less current liabilities</b>		<b>53475</b>	<b>161889</b>
<b>Net Assets</b>		<b>53475</b>	<b>161889</b>
<b>Capital and Reserves</b>			
Unrestricted Funds		53475	161889
Designated Funds		0	0
<b>Total Funds</b>		<b>53475</b>	<b>161889</b>

- For the year ending **31 March 2025** the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the board of Directors and signed on its behalf by



**Dick Millard**  
**Chairman**

Notes to the accounts for the year ended 31 March 2025				
<b>1</b>	<b>Grants and Donations Received</b>			
		<b>The Olive Tree Café</b>	<b>Twigs</b>	<b>Total</b>
		£	£	£
	National Lottery	70107	6471	76578
	Swindon Borough Council		71610	71610
	Zurich Community Trust	45347	6520	51867
	Friends of Twigs	7648	29931	37579
	Nationwide B S		6755	6755
	Sarah Raven		6000	6000
	WCF		5000	5000
	NFUMIS		3189	3189
	Sir Jonathan Rivett-Carnac		3000	3000
	Other grants	5722	9130	14852
	Donations	5555	2758	8313
		<u>134379</u>	<u>150364</u>	<u>284743</u>
<b>2</b>	<b>Paid Employees</b>			
		<b>The Olive Tree Café</b>	<b>Twigs</b>	<b>Total</b>
		<b>this year</b>	<b>this year</b>	<b>Total previous year</b>
		£	£	£
	Gross wages and salaries	251377	80256	289699
	Employer's NI costs	10702	6792	13895
	Pension contributions	4170	3340	6829
	Total staff costs	<u>266249</u>	<u>90388</u>	<u>310423</u>
	Twigs	2 full time, 1 part time and 4 part time self employed		
	Café	At 1 April 2024, the Olive Tree Café had 28 part time staff. During the year all of these staff resigned or were made redundant. The body of the report gives more information.		
		There were no employees whose emoluments were over £50,000.		
<b>3</b>	<b>Analyses of resources expended</b>			
		<b>The Olive Tree Café</b>	<b>Twigs</b>	<b>Total</b>
		<b>this year</b>	<b>this year</b>	<b>Total previous year</b>
		£	£	£
	<b>Salaries and staff costs</b>			
		£	£	£
	Salaries	281500	75137	310423
	Staff costs	3807	3078	4190
	Contract staff		27935	26914
		<u>285307</u>	<u>106150</u>	<u>341527</u>
	<b>Direct Costs</b>			
		£	£	£
	Cleaning	4262	6376	12975
	Equipment	3035	77	3444
	Card Charges	1710	93	2812
	Tableware/workwear	329	0	1188
	Music Licence	598	0	644
	Volunteers Expenses	720	609	2192
	Professional fees	347	380	1298
		<u>11001</u>	<u>7535</u>	<u>24553</u>
	<b>Overheads</b>			
		£	£	£
	Rent	7951	0	17561
	Gas	1942	0	5210
	Electric	7576	2604	28874
	Water	1338	1127	5532
	Insurance	1971	3273	3781
	Telephone/Broadband	1932	1361	3143
	Stationery	1345	666	1049
	Repair/Maintenance	7705	1597	5964
	Printing/Photocopy	507	652	1184
	Waste	1712	718	3277
	Depreciation	12773	4161	5427
	Vehicle costs	47	1727	2194
	Security	42	1252	29
	Website project	344	323	5255
	Misc	2092	583	1087
		<u>49277</u>	<u>20044</u>	<u>89567</u>
<b>4</b>	<b>Independent examiner's remuneration</b>			
	An accrual for £380 has been made for the costs of the Independent Examination			

**Notes to the accounts for the year ended 31 March 2025**

**5 Trustees**

There has been no remuneration or other benefits paid to the charity's trustees or people connected with them

Number of trustees who were paid expenses	0
Total amount paid	£0

**6 Tangible Fixed Assets**

Fixed Assets are individual items costing over £200, and depreciated on a straight line basis for four years (25% per annum)

		<b>this year</b>	<b>prev yr</b>
		£	£
Cost	B/fwd	116690	105667
	Additions	5509	11023
	Disposals	-96904	
	C/fwd	25295	116690
Depreciation	B/fwd	88412	77197
	C/fwd	13125	88412
Net Book Value			
	B/fwd	28278	28470
	C/fwd	12170	28278

**7 Debtors due within one year**

	<b>this year</b>	<b>prev yr</b>
	£	£
Pre-payments	665	2821
Other Debtors	4423	1792
	5088	4613

**8 Creditors - falling due within one year**

	<b>this year</b>	<b>prev yr</b>
	£	£
Creditors	4817	8246
Accruals	830	7580
Deferred Income	45060	103041
VAT	520	6205
	51227	125072

**9 Basis of accounting**

These accounts have been prepared on the basis of historic cost in accordance with

the Statement of Recommended Practice - Accounting and Reporting by Charities and

the Charities Act and

the Companies Act 2006

## **Report to the Trustees on the accounts for the financial year ending on 31 March 2025**

### **Respective responsibilities of trustee and examiner**

The Trustees responsibility for preparing the Trustees Annual Report and the financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees Responsibility in the body of the Trustees Report.

You consider that the audit requirement of Section 144 Charities Act 2011 does not apply.

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners (under section 145 (5) (b) of the Act), whether particular matters have come to my attention

### **Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes the review of the accounting records kept by the charity and a comparison of the financial statements presented with these records. It also includes consideration of any unusual items or disclosures in the financial statements, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a true and fair view and the report is limited to those matters set out in the statement below.

### **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 ActAnd
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Acts have not been met;

or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



**C VAUGHAN**

Date: 13/8/25

**Chartered Accountant  
195 Ermin Street  
Stratton St Margaret, Swindon  
SN3 4NA**

**The Recovery Tree Charity**

England & Wales - Charity number 1149848

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# Accounts

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# The Recovery Tree Charity

Annual Report April 2023 to March 2024

We help people with a mental health condition to lead fulfilling and satisfying lives.



*The Olive Tree Café* offers people positive, work-related opportunities in a café open to the public in order to take them a step nearer the world of work.



*TWIGS* is a community garden where people can regain confidence and self-esteem through learning new skills and participating in therapeutic activities.

## Our Mission

We help people with a mental health condition to lead fulfilling and satisfying lives. We like to think that our presence, our pride in who we are, and what we do, will mean we are doing our part to reduce the stigma of mental illness.

We offer a mix of time-limited placements and longer term volunteering opportunities for

people who have mental health support needs. At TWIGS people can be referred (or self-refer) to us for a placement in therapeutic horticulture and related activities. Some also volunteer with us for longer periods. At the Olive Tree Café, we have a flexible range of volunteering opportunities and occasional part time employment. Younger people can undertake work experience (including on the Duke of Edinburgh Award scheme) as part of their personal development. We help both people who need shorter term support, and also those whose mental wellbeing requires support over a longer period.



## Olive Tree Café

At the Olive Tree Café we had 55 volunteers and 15 staff with a known mental health support need. 10 independent volunteers help deliver the service. We regularly welcome young people who are disabled or vulnerable for some work experience, sometimes as part of a Duke of Edinburgh Award. 67% of our people say that their mental health has maintained or improved while they have been with us.

Our **volunteer** programme went from strength to strength, with a constant flow of new volunteers and those with us increasing the amount of time they could devote and improving their capabilities and enhancing their responsibilities. We developed a particular relationship with the Harbour project which supports refugees and asylum seekers in Swindon. We continued to have lots of young people looking for a mix of work experience and volunteering as part of a Duke of Edinburgh award.

### Case study

Y was with us for 9 months, as an asylum seeker. She came to learn bakery skills and how to follow recipes. She became quite independent, and as her English language improved, along with her confidence and baking skills, she became a part of the bakery group, and could help guide others. She received her leave to remain, and has now started work at a local hotel as full-time worker in the restaurant.

As we planned last year, we formalised the way in which we capture progress and identify support needs and next steps. The **Kitchen garden** continued, with volunteers enjoying working in it on Tuesdays and Fridays.



We increased our **staffing** at our team leader level, so that we can provide more support for some of our very vulnerable staff. As part of this, we developed our training offer to provide more bakery training, which remains a popular therapeutic activity for staff and volunteers. 4 staff completed the mental health first aid course to put them in a better position to be able to support others. We continued with our level 1 food safety courses. These were recognised in our Environmental Health inspection, which graded us at level 5 and recognised our training and support of volunteers.

**Community groups** continued to use the space at the Café: these include regular carers' group and others for breast cancer awareness and support, a fibromyalgia group, and a memory cafe. The local community also supported our charitable work and Thamesdown Rotary and the Thamesdown Ladies Choir made significant fundraising contributions. We put on our **Rainbow Fest** in September to show solidarity with Swindon's Pride/LGBTQI community.



We received consultancy support from the Lloyds Bank Foundation to make proposals for developing the retail performance of the café. As a result, we developed an afternoon menu to stimulate business in the after-lunch period, developed our marketing for our buffet box and canapes service, and made more of the pre-Christmas period with a Christmas brunch menu and Puddings and Presents Afternoons. These developments provided both motivation and more opportunities for our volunteers.

During the year, we have supported **114** people with employment or volunteering at the Café. Of these, 43 have left us. Figure 1 below summarises what they have gone on to do with their lives: 63% moved on to employment, education or further volunteering.

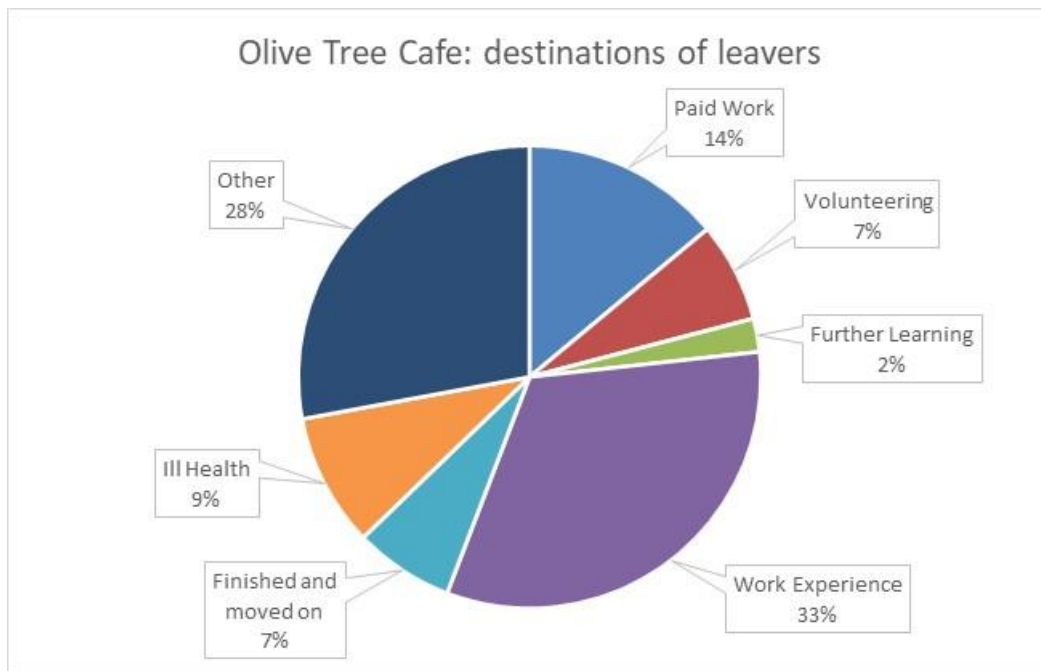


Figure 1: Destinations of leavers from the Olive Tree Café, 2023-24

## TWIGS

Our gardening sessions continue to be well-attended and cover a range of seasonal activities in a natural environment. Our service users, ex-service users now in our “ambassador” role and our volunteers together make a group of 110 – 120 people who regularly benefit from our service and facilities each week. 10 of these are former service users: we encourage them to use their lived experience to



support current service users. Our Bereavement and Dementia Gardening Groups continue. In addition, other organisations can also use our space for therapeutic activity. During the year, a drama therapist ran a ‘Story group’ in the Garden Studio for 5 weeks; Reach Inclusive Arts hired our craft room for a therapeutic session; two of our volunteers delivered a successful willow weaving workshop for people who use Swindon’s Family Services; and Swindon Interfaith Group came to us for an evening event which introduces our work to people from Swindon’s diverse cultures.

We have continued to offer a variety of craft activities. Many of these are volunteered and include woodwork, pottery and a series of varied sessions on Mondays which

have included visits to local craft workers. We have received a grant from Nationwide to buy a small iron-working forge for which we are building a dedicated area.

We delivered our **Level 2 Essential**

**Garden Skills course** (8 sessions over 8 weeks) twice at TWIGS, in the autumn and again in the spring: 16 people. In the summer, we delivered it at Bridewell Organic Gardens in South Oxfordshire. The course is popular and therapeutically valuable.

We continued with our annual cycle of 4 open days and other events open to the public: an Apple Day in October, a Twinkly Gardens event in December (organised by Zurich) and a Wassail in January. These are good ways to reach new members of the public, to promote the benefits of good mental health and to help diversify our income.

To help children who need mental health support, we ran a year-round series of workshops at a local in-patient mental health facility for young people. We also provided a work experience placement for two people from the facility, which has helped them move on with their lives. We also ran a year-long series of sessions for a group of children from Compass Schools, which provides education for children who have experienced trauma or are in care. And we have hosted activity visits from local primary schools and the Youth Adventure Trust.

During the year, we have supported **96** people. Of these, 23 have left us. Figure 2 below summarises what they have gone on to do with their lives. In addition, 49 independent volunteers help deliver the service. 9 of these are former service users: we encourage them to use their lived experience to support current service users. 5 are “TWIGS Ambassadors” who help present the service to visiting members of the public.

#### **Case study**

Marjorie, 75, has been coming to Twigs since May 2023. She had been suffering with depression and anxiety and had previously been hospitalised for 9 months. Over the course of her year at Twigs her mental health has noticeably improved and her WE scores have been steadily increasing. Marjorie has enjoyed the social network Twigs has provided, having previously been socially isolated and has also found new motivation through learning new gardening skills. Twigs has given her 'a lot of confidence', in her own words and has found her experience at Twigs has provided good conversation starters at her residential home, church and even on the bus!

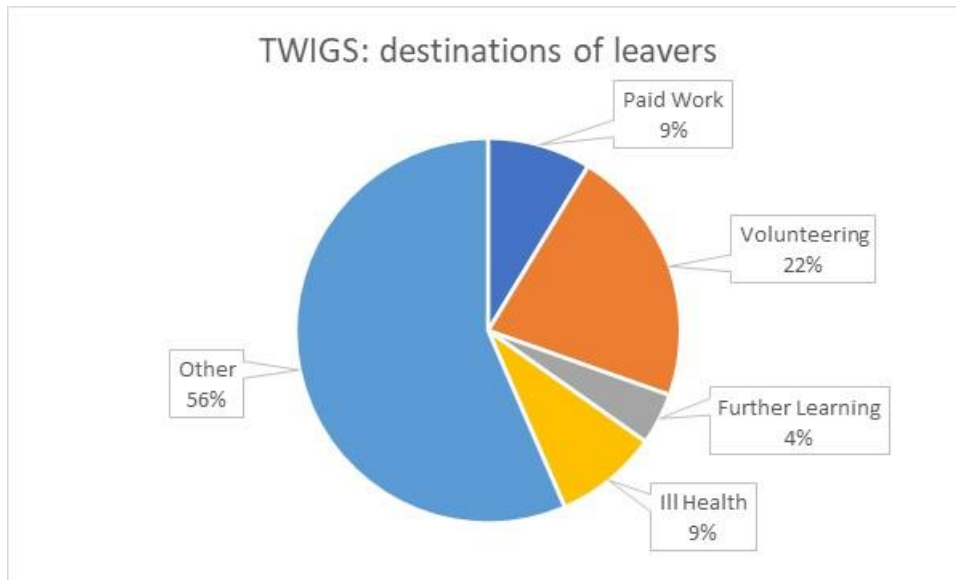


Figure 2: Destinations of leavers from TWIGS, 2023-24



Dementia Friendly Gardening

**100%** of service users report receiving good or excellent service. **100%** report that being at TWIGS has given them new knowledge or skills. **84%** report being able to function more independently, with **54%** saying they needed less help from the NHS. 35% of our leavers moved on to employment, education or further volunteering, or completed their recovery plan.

## Message from the Trustees

We have been able to continue providing services to support wellbeing for an increasingly diverse group of people, and are grateful to the large number of funders and donors who have helped us be able to do this.

We have benefitted from consultancy support generously funded by the Lloyds Bank Foundation, which has enabled us to develop the Olive Tree Café's retail performance, to increase our management capacity to allow us to develop ourselves, and to identify our IT support needs and engage a local firm.

Our new website shows who we are and what we do, allowing us to engage with stakeholders in a much better way.

We are well-supported by our local community. Across our projects, we estimate that volunteers have contributed over **17,000** hours during the year, and community-led fundraising and donations has provided £20,000 to use to provide our services.

### The year in numbers

Income £563,212	Expenditure £543,769	Total people helped: 210
Staff 1 full time	33 part time	Volunteers: 104
Balance at year end £161,889 (was £142,446 at 31 <sup>st</sup> March 2023)		

### Our Trustees

Dick Millard (Chair), Gillian Barber, Jo Ridley, Kenny Baxter and Cara Hiscock.

The Recovery Tree Charity is

- a registered charity (1149848)
- a company limited by guarantee (08091204).

Manor Garden Centre, Cheney Manor Industrial Estate, Swindon, SN2 2QJ.

email: [trustees@therecoverytreecharity.org.uk](mailto:trustees@therecoverytreecharity.org.uk)

Web: [www.therecoverytreecharity.org.uk/](http://www.therecoverytreecharity.org.uk/)

Facebook: <https://www.facebook.com/profile.php?id=100082394996111>



Dick Millard  
Chair

Date: 10<sup>th</sup> December 2024

# Report and Financial Statements

## The Recovery Tree Charity

*1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024*

### **Administrative Information**

The Recovery Tree Charity is responsible for both the Olive Tree Café and TWIGS. It is a registered charity (Charity Commission registration number: 1149848) and a company limited by guarantee (Companies house registration number: 08091204). Its principal office and its registered address is Manor Garden Centre, Cheney Manor Industrial Estate, Swindon, SN2 2QJ.

At the start of the year, there were five trustees and directors. Karen Hunt left us, leaving Dick Millard (Chair), Gillian Barber (Secretary), Jo Ridley and Kenny Baxter. During the year, Cara Hiscock joined the trustee board. We are currently recruiting further trustees to the board.

### **Governance and Management**

Trustees meetings are currently held usually once a month, at which decisions are taken and minuted. The trustees have delegated the day to day running of the Olive Tree Café to a manager, Phyllida Richards; and of the TWIGS service to a manager, Alan Holland. The managers provide regular reports to the trustees to aid decision making and prioritisation.

The trustees have reviewed the guidance on public benefit published by the Charity Commission, and have taken due regard to it in exercising their powers and duties.

### **Review of financial results and future developments**

Throughout the year we applied for publicly available government grants, and for charitable grants. Thanks to the generosity of our many funders, we have ended the year in a sound financial position. Our major funders are listed in the notes to the accounts on page 12.

At TWIGS, we have a contract with Swindon Borough Council (SBC): this runs for three years to 30 June 2024 and is extendable to 5 years. We intend to continue to apply for grants to meet therapeutic costs at the Olive Tree Café and the additional capacity we provide at TWIGS over and above the Council contract.

### **Reserves policy and annual review statement**

The Recovery Tree is a charitable organisation and as such depends on its income from varying sources. For the Olive Tree Café this is from the sales of food and drinks, supplemented by income it also receives from donations and grants, and miscellaneous fund raising. For Twigs we have a contract with SBC, plus other grants and donations, supplemented by small amounts of income from plant sales and outreach work.

The Cafés sales are variable, depending on the number of people purchasing food and drinks on any one day. The grants and donations are received on an ad hoc basis, although a degree of planning goes into grant applications.

It is therefore important that we have enough funds to keep running during lean times or when we are short of cash flow. A general reserve is required in order to continue providing the service, including paying staff wages and essential bills.

**Our policy therefore is to keep, where possible, a minimum of 3 but not more than 6 months expenses as a general reserve.**

It is our intention to build up the reserve from sales and fund-raising activities. We intend to review the Reserves Policy every year when completing current year's budgets, to ensure that it remains relevant and financially correct.

#### **Reserves Review July 2024**

The unrestricted surplus at the end of March 2024 is £133,611. The expenses for the period April 2023 to March 2024 were £543,769. The unrestricted reserve provides us around 3 months running costs, which is within our policy of between 3 to 6 months running costs.


Our aim over the coming year will be to increase our Reserve position in line with our expenses, to ensure a secure back up for any potential future problems, using income from sales and fund raising activities.

During July 2024 a problem arose with the drains in the Café premises, which are dependent on the landlord repairing. The café has had to close in the short term and the staff and Trustees have worked hard to find alternative premises and projects. We are monitoring the Reserves position very closely and will be setting up again, in new locations, during September 2024.

**THE RECOVERY TREE CHARITY**  
**Statement of Financial Activities for the year ended 31 March 2024**

	Notes	Total this year	Previous Year
		£	£
<b>Incoming resources</b>			
Grants and Donations	1	291442	280809
Fundraising activities		30238	15641
Sales - Income from activities in furtherance of charitable objects		241532	209803
<b>Total incoming resources</b>		<b>563212</b>	<b>506253</b>
<b>Resources expended</b>			
Materials		86399	75789
Salaries and staff costs	2,3	341527	340882
Direct Expenses	3	24553	22928
Overheads	3	89567	71145
Fundraising Costs		1723	1788
<b>Total resources expended</b>		<b>543769</b>	<b>512532</b>
<b>Surplus/deficit</b>		<b>19443</b>	<b>-6279</b>
<b>Net movement in funds</b>		<b>0</b>	<b>0</b>
<b>Fund balances brought forward as at 1 April 2023</b>		<b>142446</b>	<b>148725</b>
<b>Fund balances carried forward as at 31 March 2024</b>		<b>161889</b>	<b>142446</b>

**THE RECOVERY TREE  
BALANCE SHEET AS AT 31/03/2024**

	Notes	Total this year	Previous Year
		£	£
<b>Fixed Assets</b>		28278	28470
Tangible assets	6	28278	28470
<b>Current Assets</b>			
Debtors and Prepayments	7	4613	5581
Stock		3298	3364
Cash at bank and in hand		250772	214521
		<b>258683</b>	<b>223466</b>
<b>Short term creditors</b>	8	<b>125072</b>	<b>109489</b>
<b>Net current assets</b>		<b>133611</b>	<b>113976</b>
<b>Total assets less current liabilities</b>		<b>161889</b>	<b>142446</b>
<b>Net Assets</b>		<b>161889</b>	<b>142446</b>
<b>Capital and Reserves</b>			
Unrestricted Funds		161889	142446
Designated Funds		0	0
<b>Total Funds</b>		<b>161889</b>	<b>142446</b>
<ul style="list-style-type: none"> <li>• For the year ending <b>31 March 2024</b> the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.</li> <li>• The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006</li> <li>• The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.</li> <li>• These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.</li> </ul>			
Approved by the board of Directors and signed on its behalf by			
			
<b>Dick Millard</b> <b>Chairman</b>			

Notes to the accounts for the year ended 31 March 2024				
<b>1</b>	<b>Grants and Donations Received</b>			
		<b>The Olive Tree Café</b>	<b>Twigs</b>	<b>Total</b>
		£	£	£
	National Lottery	89985	8629	98614
	Swindon Borough Council		70000	70000
	Zurich Community Trust	38500	500	39000
	Lloyds Bank Foundation	37360		37360
	Friends of Twigs	5880	8622	14502
	Sarah Raven		6000	6000
	Joseph ward		2315	2315
	Tithegrove Ltd		2000	2000
	Thamesdown Ladies choir		1638	1638
	Other grants	3604	4495	8099
	Donations	5367	6547	11914
		<u>180696</u>	<u>110746</u>	<u>291442</u>
<b>2</b>	<b>Paid Employees</b>			
		<b>The Olive Tree Café</b>	<b>Twigs</b>	<b>Total</b>
		<b>this year</b>	<b>this year</b>	<b>Total previous year</b>
		£	£	£
	Gross wages and salaries	232161	57538	296532
	Employer's NI costs	9426	4469	13697
	Pension contributions	4161	2668	6914
	Total staff costs	<u>245748</u>	<u>64675</u>	<u>317143</u>
	Café	28 part time staff		
	Twigs	1 full time, 1 part time and 4 part time self employed		
	There were no employees whose emoluments were over £50,000.			
<b>3</b>	<b>Analyses of resources expended</b>			
		<b>The Olive Tree Café</b>	<b>Twigs</b>	<b>Total</b>
		<b>this year</b>	<b>this year</b>	<b>Total previous year</b>
		£	£	£
	<b>Salaries and staff costs</b>			
	Salaries	245748	64675	317143
	Staff costs	1930	2260	3224
	Contract staff	30	26884	20515
		<u>247708</u>	<u>93819</u>	<u>340882</u>
	<b>Direct Costs</b>			
	Cleaning	7331	5644	12532
	Equipment	3279	165	2783
	Card Charges	2721	91	2351
	Tableware/workwear	1188	0	309
	Music Licence	644	0	561
	Volunteers Expenses	1370	822	2504
	Professional fees	906	392	1888
		<u>17439</u>	<u>7114</u>	<u>22928</u>
	<b>Overheads</b>			
	Rent	17561	0	17561
	Gas	5210	0	7088
	Electric	21800	7074	16395
	Water	4358	1174	5315
	Insurance	1210	2571	2528
	Telephone/Broadband	1842	1301	2512
	Stationery	722	327	1193
	Repair/Maintenance	5483	481	5240
	Printing/Photocopy	628	556	978
	Waste	2360	917	3407
	Depreciation	3204	2223	5527
	Vehicle costs	913	1281	2134
	Security	20	9	793
	Website project	5113	142	793
	Misc	951	136	474
		<u>71375</u>	<u>18192</u>	<u>89567</u>
				<u>71938</u>

<b>Notes to the accounts for the year ended 31 March 2024</b>			
<b>4</b>	<b>Independent examiner's remuneration</b>		
	An accrual for £380 has been made for the costs of the Independent Examination		
<b>5</b>	<b>Trustees</b>		
	There has been no remuneration or other benefits paid to the charity's trustees or people connected with the charity		
	Number of trustees who were paid expenses		0
	Total amount paid		£0
<b>6</b>	<b>Tangible Fixed Assets</b>		
	Fixed Assets are individual items costing over £200, and depreciated on a straight line basis for four years		
		<b>this year</b>	<b>prev yr</b>
		£	£
	Cost		
	B/fwd	105667	77349
	Additions	11023	28839
	Disposals		-521
	C/fwd	116690	105667
	Depreciation		
	B/fwd	77197	67048
	C/fwd	88412	77197
	Net Book Value		
	B/fwd	28470	10301
	C/fwd	28278	28470
<b>7</b>	<b>Debtors due within one year</b>		
		<b>this year</b>	<b>prev yr</b>
		£	£
	Pre-payments	2821	5069
	Other Debtors	1792	512
		4613	5581
<b>8</b>	<b>Creditors - falling due within one year</b>		
		<b>this year</b>	<b>prev yr</b>
		£	£
	Creditors	8246	7208
	Accruals	7580	4850
	Deferred Income	103041	91730
	VAT	6205	5701
		125072	109489
<b>9</b>	<b>Basis of accounting</b>		
	These accounts have been prepared on the basis of historic cost in accordance with		
	the Statement of Recommended Practice - Accounting and Reporting by Charities and		
	the Charities Act and		
	the Companies Act 2006		

## **Report to the Trustees on the accounts for the financial year ending on 31 March 2024**

### **Respective responsibilities of trustee and examiner**

The Trustees responsibility for preparing the Trustees Annual Report and the financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees Responsibility in the body of the Trustees Report.

You consider that the audit requirement of Section 144 Charities Act 2011 does not apply.

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners (under section 145 (5) (b) of the Act), whether particular matters have come to my attention

### **Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes the review of the accounting records kept by the charity and a comparison of the financial statements presented with these records. It also includes consideration of any unusual items or disclosures in the financial statements, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a true and fair view and the report is limited to those matters set out in the statement below.

### **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 accord with the accounting records and comply with the accounting requirements of the Acts have not been met;

or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

**C VAUGHAN**

  
**Chartered Accountant**  
**195 Ermin Street**  
**Stratton St Margaret, Swindon**  
**SN3 4NA**

**The Recovery Tree Charity**

England & Wales - Charity number 1149848

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# Accounts

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# The Recovery Tree Charity

Annual Report April 2022 to March 2023

We help people with a mental health condition to lead fulfilling and satisfying lives.



*The Olive Tree Café* offers people positive, work-related opportunities in a café open to the public in order to take them a step nearer the world of work.



*TWIGS* is a community garden where people can regain confidence and self-esteem through learning new skills and participating in therapeutic activities.

## Our Mission



We help people with a mental health condition to lead fulfilling and satisfying lives. We like to think that our presence, our pride in who we are, and what we do, will mean we are doing our part to reduce the stigma of mental illness.

We offer a mix of time-limited placements and longer term volunteering opportunities for people who have mental health

support needs. At TWIGS people can be referred (or self-refer) to us for a placement in therapeutic horticulture and related activities. Some also volunteer with us for longer periods. At the Olive Tree Café, we have a flexible range of volunteering opportunities and occasional part time employment. Younger people can undertake work experience (including on the Duke of Edinburgh Award scheme) as part of their personal development. We help both people who need shorter term support, and also those whose mental wellbeing requires support over a longer period.



## Olive Tree Café

At the Olive Tree Café we currently have 50 volunteers and 15 staff with a known mental health condition. 8 independent volunteers help deliver the service. we regularly welcome young people who are disabled or vulnerable for some work experience, sometimes as part of a Duke of Edinburgh Award. Our sales have grown slowly, as people started to come back to cafes after time off during Covid. We've slightly expanded our staffing as a result.

One of our volunteers said:

“The Olive Tree has helped me enormously to rebuild my life. It has given me focus and rebuilt my self-esteem.”



The ethos of the Olive Tree Cafe

We have been able to increase the time worked by our Assistant Manager to ensure that we are providing adequate and appropriate support and training for our volunteers and the small number of paid staff, and to ensure that café operations run smoothly for customers.

We have continued to open the café on 6 days a week (by closing the café on Mondays), and use Mondays for the delivery of food-based training courses to Café volunteers and staff.

Our Café bakery and workshop sessions now have clear shape and structure. For a while, we also had sessions going on a Thursday but it has been difficult to staff these resiliently. They have the potential to be shaped into accredited courses. They are a great gateway into the café for different volunteers who don't naturally fit straight into the day to day of the café, or who need a bit of confidence first.

We have also managed to find a way of accepting into the kitchen people who need a support worker with them at all times.

Our **kitchen garden** has developed with the support of a member of the TWIGS staff. We have increased the range of salads on our menu and improved the quality of the food we offer, enabled interested volunteers to learn gardening skills and offered additional training opportunities for our volunteers in the use of the salads/vegetables grown. We now have a thriving garden, and some thriving volunteers. Produce is also offered to customers for a donation: these are often very generous.



Kitchen Garden produce

We put on a **Rainbow Fest**, a day long music festival promoted to the LGBTQ+ community. We were proud to have raised money for Pride and Out of the Can (a local charity for young LGBTQ+ people).

During the year, we have supported **112** people with employment or volunteering at the Café. Of these, 32 have left us (excluding those unable to return post-covid). Figure 1 below summarises what they have gone on to do with their lives: 53% moved on to employment, education or further volunteering.

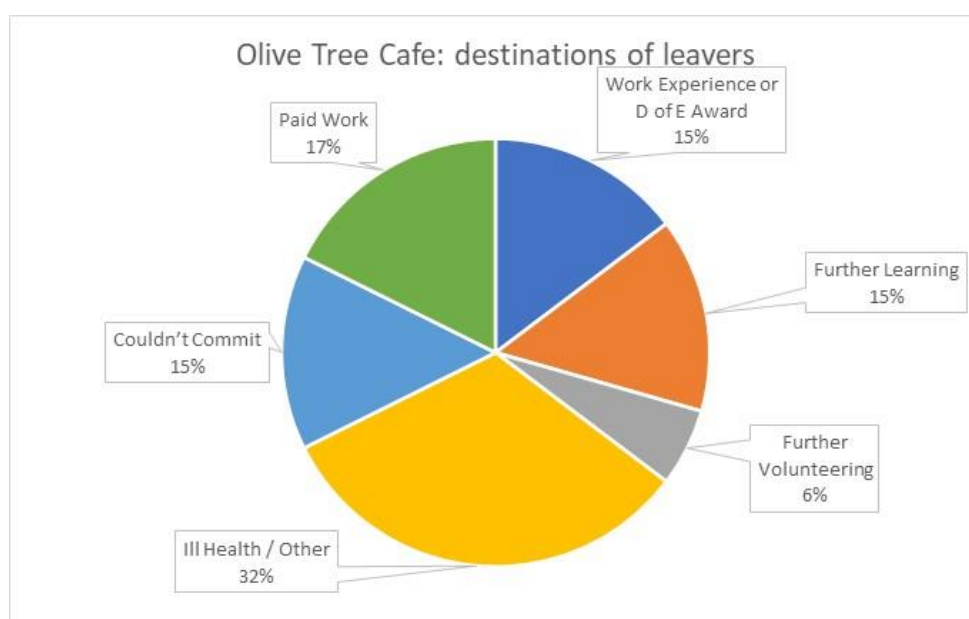


Figure 1: Destinations of leavers from the Olive Tree Café, 2022-23

We ended our activity at the Pinetrees Community Centre. Our craft sessions on Wednesdays ran until the end of March, after which our grant expired. Our bakery workshops transferred to the Olive Tree, which makes them much easier for us to manage. The lunch club will be taken over and hopefully expanded by Central Swindon North Parish Council. We were finding it increasingly difficult to find and retain volunteers who could deliver projects there, and benefit from them. Annex 1 summarises our achievements in the Pinecones Partnership.

## TWIGS

Our gardening sessions are well-attended and cover a range of seasonal activities in a natural environment. Lead by an experienced volunteer, we have been growing flowers for a cut flower service, an opportunity to teach floristry skills. A group called 'Hope Street', formed from people involved with the addiction service Turning Point and SBC have made a start on a plot we have given them.



The Garden of Hope under construction.

We have established a Bereavement Group which under the leadership of a member of staff is now creating a Garden of Hope. This is well underway and will in time be a place for quiet contemplation. Our gardening group for people with dementia continues

We delivered our **Level 2 Essential Garden Skills course** (8 sessions over 8 weeks) twice at TWIGS, in the autumn and again in the spring: 9 people enrolled on each. In the summer, we delivered it at Bridewell Organic Gardens in South Oxfordshire. The course is valued by the trainees.

We ran a successful day for the Youth Adventure Trust in October for 10 children: pizzas, woodcraft and apple juicing. A group of volunteers from the Prince's Trust via Inner Flame come to help clear part of our willow field and build a dead hedge along the boundary. We also had someone from the Prince's Trust, via Inner Flame, come to spend a week on Work Experience with us.

### Case study

Brian was suffering with depression and delusional disorder. When he started at TWIGS, his confidence was very low and he struggled to engage with the group. Following a number of sessions Brian began to interact more and grow in confidence carrying out the varied tasks around the gardens. Brian enrolled on the Essential Garden Skills course in April 2023 and successfully completed the course. As a result of this he has started to pick up some gardening work with a friend who is a builder. He hopes when he leaves Twigs to be able to begin working as a self-employed gardener.



There has been a variety of craft activities at TWIGS. Although we were unable to appoint a Creative Programme Organiser, we have made provision for people whose wellbeing is improved by art and craft activity. We ran 6 months of craft and art sessions, delivered by a local artist and a craft worker. We presented three 8 week Art Therapy programmes, delivered by a qualified arts psychotherapist. These jointly served TWIGS and Mind clients. A member of staff ran lantern-making workshops in November. One of our volunteers now offers pottery tuition on our potter's wheel to small groups once a week. Volunteer-led sessions started in January with a focus on natural crafts such as willow weaving.

We continued with our annual cycle of 4 open days and other events open to the public: an Apple Day in October, a Twinkly Gardens event in December (organised by Zurich) and a Wassail in January. These are good ways to reach new members of the public, to promote the benefits of good mental health and to help diversify our income.

We ran two gardening groups at a local in-patient mental health facility, one for adults and one for young people.

During the year, we have supported **114** people. Of these, 46 have left us. Figure 2 below summarises what they have gone on to do with their lives. In addition, 45 independent volunteers help deliver the service. 12 of these are former service users: we encourage them to use their lived experience to support current service users. 2 "TWIGS Ambassadors" help present the service to visiting members of the public.



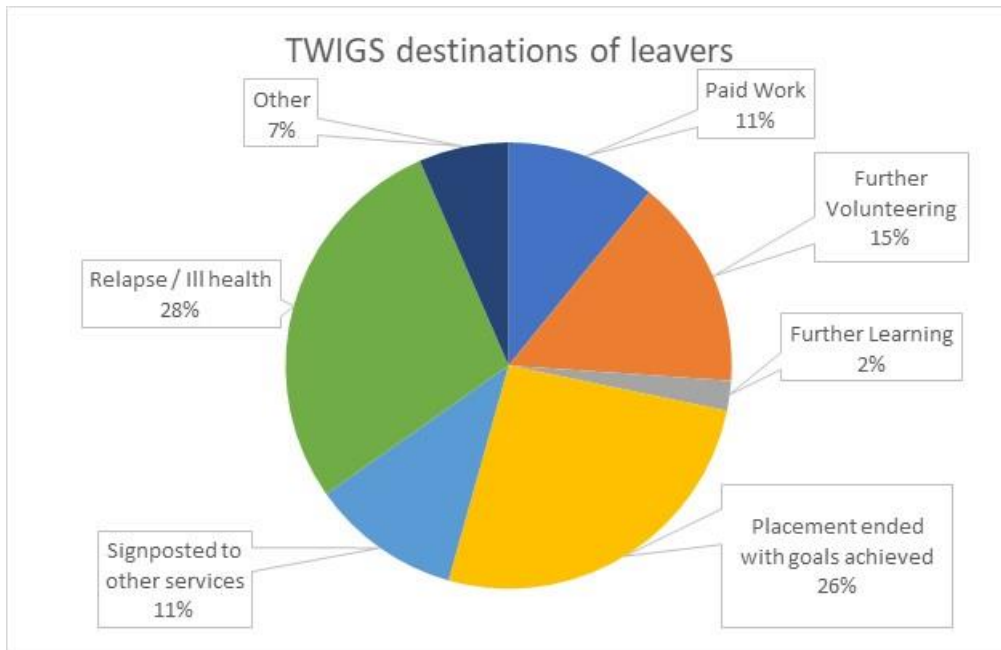


Figure 2: Destinations of leavers from TWIGS, 2022-23



Dementia Friendly Gardening

**98%** of service users report receiving good or excellent service. **93%** report that being at TWIGS has given them new knowledge or skills. **79%** report being able to function more independently, with **37%** saying they needed less help from the NHS. **51%** of our leavers moved on to employment, education or further volunteering, or completed their recovery plan.

## Message from the Trustees

Swindon, where we operate, has a rising number of people whose mental wellbeing is suffering. Increasingly, these include older people and children. We are pleased that we have continued providing services to support wellbeing, and are grateful to the large number of funders and donors who have helped us be able to do this.

Our governance review last year has been taken forward with some consultancy support generously funded by the Lloyds Bank Foundation, which we expect will help us define the basis for our development over the coming few years. One of the first developments is a new website to underpin our ability to communicate with stakeholders, which will go live in the autumn of 2023.

We feel well-supported by our local community. Across our projects, we estimate that volunteers have contributed over **18,000** hours during the year.

### The year in numbers

Income £506,253	Expenditure £ 512,532	Total people helped: 226
Staff 2 full time	29 part time	Volunteers: 93
Balance at year end £142,446 (was £148,725 at 31 <sup>st</sup> March 2022)		

### Our Trustees

Dick Millard (Chair), Gillian Barber, Jo Ridley and Kenny Baxter.

The Recovery Tree Charity is

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- a company limited by guarantee (08091204).

Manor Garden Centre, Cheney Manor Industrial Estate, Swindon, SN2 2QJ.

email: [trustees@therecoverytreecharity.org.uk](mailto:trustees@therecoverytreecharity.org.uk)

Web: [www.therecoverytreecharity.org.uk/](http://www.therecoverytreecharity.org.uk/)

Facebook: <https://www.facebook.com/profile.php?id=100082394996111>



Dick Millard  
Chair

Date: 21<sup>st</sup> August 2023

# Report and Financial Statements

## The Recovery Tree Charity

*1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023*

### **Administrative Information**

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At the start of the year, there were four trustees and directors: Dick Millard (Chair), Gillian Barber (Secretary), Jo Ridley and Kenny Baxter. During the year, Karen Hunt stepped down as a trustee. We are currently recruiting to the trustee board.

### **Governance and Management**

Trustees meetings are currently held usually once a month, at which decisions are taken and minuted. The trustees have delegated the day to day running of the Olive Tree Café to a manager, Phyllida Richards; and of the TWIGS service to a manager, Alan Holland. The managers provide regular reports to the trustees to aid decision making and prioritisation.

The trustees have reviewed the guidance on public benefit published by the Charity Commission, and have taken due regard to it in exercising their powers and duties.

### **Review of financial results and future developments**

Throughout the year we applied for publicly available government grants, and for charitable grants. Thanks to the generosity of our many funders, we have ended the year in a sound financial position, although with slightly reduced reserves compared with last year. Our major funders are listed in the notes to the accounts on page 12.

At TWIGS, we have a contract with Swindon Borough Council (SBC): this runs for three years to 30 June 2024 and is extendable to 5 years. We intend to continue to apply for grants to meet therapeutic costs at the Olive Tree Café and the additional capacity we provide at TWIGS over and above the Council contract.

### **Reserves policy and annual review statement**

The Recovery Tree is a charitable organisation and as such depends on its income from varying sources. For the Olive Tree Café this is from the sales of food and drinks, supplemented by income it also receives from donations and grants, and miscellaneous fund raising. For Twigs we have a 3 year contract with SBC, plus other grants and donations, supplemented by small amounts of income from plant sales and outreach work.

The Cafés sales are variable, depending on the number of people purchasing food and drinks on any one day. The grants and donations are received on an ad hoc basis, although a degree of planning goes into grant applications.

It is therefore important that we have enough funds to keep running during lean times or when we are short of cash flow. A general reserve is required in order to continue providing the service, including paying staff wages and essential bills.

**Our policy therefore is to keep, where possible, a minimum of 3 but not more than 6 months expenses as a general reserve.**

It is our intention to build up the reserve from sales and fund-raising activities. We intend to review the Reserves Policy every year when completing current year's budgets, to ensure that it remains relevant and financially correct.


### **Reserves Review July 2023**

The unrestricted surplus at the end of March 2021 is £113,976. The expenses for the period April 2022 to March 2023 were £512,532. The unrestricted reserve provides us around 2.7 months running costs, which is just under our policy of between 3 to 6 months running costs.

Our aim over the coming year will be to increase our Reserve position in line with our expenses, to ensure a secure back up for any potential future problems, using income from sales and fund raising activities.

**THE RECOVERY TREE CHARITY**  
**Statement of Financial Activities for the year ended 31 March 2023**

	Notes	Total this year	Previous Year
		£	£
<b>Incoming resources</b>			
Grants and Donations	1	280809	258603
Fundraising activities		15641	7116
Sales - Income from activities in furtherance of charitable objects		209803	172418
<b>Total incoming resources</b>		<b>506253</b>	<b>438137</b>
<b>Resources expended</b>			
Materials		75789	53690
Salaries and staff costs	2,3	340882	306798
Direct Expenses	3	22928	21893
Overheads	3	71145	65029
Fundraising Costs		1788	2317
<b>Total resources expended</b>		<b>512532</b>	<b>449727</b>
<b>Surplus/deficit</b>		<b>-6279</b>	<b>-11590</b>
<b>Net movement in funds</b>		<b>0</b>	<b>-11590</b>
<b>Fund balances brought forward as at 1 April 2022</b>		<b>148725</b>	<b>160315</b>
<b>Fund balances carried forward as at 31 March 2023</b>		<b>142446</b>	<b>148725</b>

BALANCE SHEET AS AT 31/03/2023						
	Notes	Total this year £	Previous Year £			
<b>Fixed Assets</b>		28470	10301			
Tangible assets	6	28470	10301			
<b>Current Assets</b>						
Debtors and Prepayments	7	5581	3581			
Stock		3364	2474			
Cash at bank and in hand		214520	227505			
		<b>223465</b>	<b>233560</b>			
<b>Short term creditors</b>	8	<b>109489</b>	<b>95136</b>			
<b>Net current assets</b>		<b>113976</b>	<b>138424</b>			
<b>Total assets less current liabilities</b>		<b>142446</b>	<b>148725</b>			
<b>Net Assets</b>		<b>142446</b>	<b>148725</b>			
<b>Capital and Reserves</b>						
Unrestricted Funds		142446	148725			
Designated Funds		0	0			
<b>Total Funds</b>		<b>142446</b>	<b>148725</b>			
<ul style="list-style-type: none"> <li>For the year ending <b>31 March 2023</b> the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.</li> <li>The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006</li> <li>The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.</li> <li>These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.</li> </ul>						
Approved by the board of Directors and signed on its behalf by						
						
<b>Dick Millard</b>						
<b>Chairman</b>						

Notes to the accounts for the year ended 31 March 2023				
<b>1</b>	<b>Grants and Donations Received</b>			
		<b>The Olive Tree Café</b>	<b>Twigs</b>	<b>Total</b>
		£	£	£
	National Lottery	88165	8628	96793
	Swindon Borough Council		70000	70000
	Zurich Community Trust	33549	7109	40658
	Friends of Twigs	5378	11416	16794
	Lloyds Bank Foundation	13045	1845	14890
	Sarah Raven		6000	6000
	Florence Cohen Charitable Trust		5091	5091
	Wiltshire Community Foundation	4480		4480
	Nationwide Building Society	3045		3045
	Kickstart grant	2245		2245
	Midcounties Co-op	1352		1352
	Edward Gosling Foundation		1120	1120
	Other grants	716	3120	3836
	Donations	10419	4086	14505
		<u>162394</u>	<u>118415</u>	<u>280809</u>
<b>2</b>	<b>Paid Employees</b>			
		<b>The Olive Tree Café</b>	<b>Twigs</b>	<b>Total</b>
		<b>this year</b>	<b>this year</b>	<b>this year</b>
		£	£	£
	Gross wages and salaries	224907	71625	296532
	Employer's NI costs	8827	4870	13697
	Pension contributions	4142	2772	6914
	Total staff costs	<u>237876</u>	<u>79267</u>	<u>317143</u>
	Café	1 full time, 23 part time		
	Twigs	1 full time, 1 part time and 3 self-employed		
	There were no employees whose emoluments were over £50,000.			
<b>3</b>	<b>Analyses of resources expended</b>			
		<b>The Olive Tree Café</b>	<b>Twigs</b>	<b>Total</b>
		<b>this year</b>	<b>this year</b>	<b>this year</b>
		£	£	£
	<b>Salaries and staff costs</b>			
		£	£	£
	Salaries	237876	79267	317143
	Staff costs	1454	1770	3224
	Contract staff	3425	17090	20515
		<u>242755</u>	<u>98127</u>	<u>340882</u>
	<b>Direct Costs</b>			
		£	£	£
	Cleaning	7836	4696	12532
	Equipment	2346	437	2783
	Card Charges	2326	25	2351
	Tableware/workwear	309		309
	Music Licence	561		561
	Volunteers training courses	.		0
	Volunteers Expenses	1516	988	2504
	Professional fees	1218	670	1888
		<u>16112</u>	<u>6816</u>	<u>22928</u>
	<b>Overheads</b>			
		£	£	£
	Rent	17561		17561
	Gas	7088		7088
	Electric	13088	3307	16395
	Water	3122	2193	5315
	Insurance	1277	1251	2528
	Telephone/Broadband	1823	689	2512
	Stationery	736	457	1193
	Repair/Maintenance	4718	522	5240
	Printing/Photocopy	646	332	978
	Waste	2650	757	3407
	Depreciation	3810	1717	5527
	Vehicle costs	1031	1103	2134
	Security	225	568	793
	Misc	383	91	474
		<u>58158</u>	<u>12987</u>	<u>71145</u>
				<u>64716</u>

<b>Notes to the accounts for the year ended 31 March 2023</b>				
<b>4</b>	<b>Independent examiner's remuneration</b>			
	An accrual for £400 has been made for the costs of the Independent Examination			
<b>5</b>	<b>Trustees</b>			
	There has been no remuneration or other benefits paid to the charity's trustees or people connected with them			
	Number of trustees who were paid expenses			0
	Total amount paid			£0
<b>6</b>	<b>Tangible Fixed Assets</b>			
	Fixed Assets are individual items costing over £200, and depreciated on a straight line basis for four years (25% per annum)			
		<b>this year</b>		<b>prev yr</b>
		£		£
Cost	B/fwd	77349		68983
	Additions	28839		8366
	Disposals	-521		0
	C/fwd	<u>105667</u>		<u>77349</u>
Depreciation	B/fwd	67048		60013
	C/fwd	<u>77197</u>		<u>67048</u>
Net Book Value				
	B/fwd	10301		8970
	C/fwd	<u>28470</u>		<u>10301</u>
<b>7</b>	<b>Debtors due within one year</b>			
		<b>this year</b>		<b>prev yr</b>
		£		£
Pre-payments		5069		2223
Other Debtors		512		1358
		<u>5581</u>		<u>3581</u>
<b>8</b>	<b>Creditors - falling due within one year</b>			
		<b>this year</b>		<b>prev yr</b>
		£		£
Creditors		7208		9911
Accruals		4850		3360
Deferred Income		91730		81014
VAT		5701		851
		<u>109489</u>		<u>95136</u>
<b>9</b>	<b>Basis of accounting</b>			
	These accounts have been prepared on the basis of historic cost in accordance with			
	the Statement of Recommended Practice - Accounting and Reporting by Charities and			
	the Charities Act and			
	the Companies Act 2006			

## **Report to the Trustees on the accounts for the financial year ending on 31 March 2023**

### **Respective responsibilities of trustee and examiner**

The Trustees responsibility for preparing the Trustees Annual Report and the financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees Responsibility in the body of the Trustees Report.

You consider that the audit requirement of Section 144 Charities Act 2011 does not apply.

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners (under section 145 (5) (b) of the Act), whether particular matters have come to my attention

### **Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes the review of the accounting records kept by the charity and a comparison of the financial statements presented with these records. It also includes consideration of any unusual items or disclosures in the financial statements, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a true and fair view and the report is limited to those matters set out in the statement below.

### **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 ActAnd
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Acts have not been met;
- or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

**C VAUGHAN**

**Chartered Accountant  
195 Ermin Street  
Stratton St Margaret, Swindon  
SN3 4NA**

## ***Annex 1: Pinecones***

From the start of the year, we continued an existing relationship with the Parish Council in nearby Pinehurst, an area of Swindon considered as one of the 10% most disadvantaged areas of the country. For several years pre-covid we had tried to start a branch of our community café there. This proved not to be financially viable: the local community has such restricted incomes that there is no “spare” left to buy food and drink in cafes, and we could not cover the cost of wages and food materials. So after covid restrictions eased, we committed for a year-long project (funded by a grant from Awards for All) to run:

- Bakery @ Pinecones. This was staffed by 4 or 5 volunteers lead by our Manager. They produced bread which was available for a donation in the local community. There was a very good response, and generous donations. It proved quite difficult to find distribution points, but the Deers Leap community pub in nearby Penhill became a good outlet for us. Staffing was awkward as the bread-making process required intermittent attendance and this was difficult to fit in to a regular staffing pattern.
- Craft workshops. We ran regular sessions throughout the year. Feedback from participants was good (see attached collection of feedback): many are otherwise socially isolated. Two sessions were run on a Wednesday and total attendance averages 25 per day.
- The “Wonky Pizza” project, run jointly with local charity Shine Pinehurst. This ran two 6 week wood fired pizza training programme for 7 young people from Pinehurst on a Thursday evening. It has been very successful, with some joyful impact made and some real commitment from these young people aged 14-16.

Following the end of the Awards for All funding, we decided to

- Transfer the baking activity to the Olive Tree. We already had a bakery session running there, which was able to cover more different kinds of bakery: was easier to staff (being on our main site): and distracted our Manager less as a result.
- Stop the craft activity, and ask the Parish council to consider continuing them, with grants if needed.
- Continue contributing to the Wonky Pizza project, jointly with Shine Pinehurst.

**The Recovery Tree Charity**

England & Wales - Charity number 1149848

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# Accounts

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# The Recovery Tree Charity

Annual Report April 2021 to March 2022

We help people with a mental health condition to lead fulfilling and satisfying lives.



*The Olive Tree Café* offers people positive, work-related opportunities in a café open to the public in order to take them a step nearer the world of work.



*TWIGS* is a community garden where people can regain confidence and self-esteem through learning new skills and participating in therapeutic activities.



And the *Pinecones Partnership* offers a variety of inclusive activities related to cooking and crafts.

## Our Mission



We help people with a mental health condition to lead fulfilling and satisfying lives. We like to think that our presence, our pride in who we are, and what we do, will mean we are doing our part to reduce the stigma of mental illness.

We offer a mix of time-limited placements and longer term volunteering opportunities for people who have mental health support needs. At TWIGS people

can be referred (or self-refer) to us for a placement in therapeutic horticulture and related activities. Some also volunteer with us for longer periods. At the Olive Tree Café, we have a flexible range of volunteering opportunities and occasional part time employment. Younger people can undertake work experience (including on the Duke of Edinburgh Award scheme) as part of their personal development. We help both people who need shorter term support, and also those whose mental wellbeing requires support over a longer period.



## Olive Tree Café

At the start of the financial year, government Covid rules were relaxed and we could start to re-open. We needed increased staffing levels, and re-designed some posts so that we could operate safely. This provided some training and development opportunities for some of our people. Our levels of business have gradually risen, though they reduced again around Christmas with the temporary re-imposition of



restrictions. Some of our volunteers have become very anxious and have felt unable to return following their experience during the pandemic. Despite this, we have welcomed many new people. We have made the decision to remain closed on Mondays and to use this time to run a rolling programme of **baking and cookery training** sessions with a defined structure so that attendees can 'complete a circuit'. We have re-designed one of our kitchens and now up to 8 people a week benefit. Ipsum continued to use our Garden Room for their Monday craft workshops, which is a great use of the space to benefit people who need mental health support.

Tea time at the Olive Tree Cafe

Next to the café garden we also have a large area that we have been reclaiming into a **kitchen garden**. We have approx. 15 raised beds (and space for more), a polytunnel, a meadow area and a pond, plus some established fruit trees and small woodland space too. A team of volunteers have been growing this space for 6 years.

As we have come out of the pandemic, and identified the need for more volunteer opportunities, we now have a staff member working 6 hours a week to help develop and offer further sessions. There is also extra learning and support available if necessary for new volunteers.

We are almost a year in and we can see a beautiful kitchen garden. Our team in the café can pop out to harvest crops and herbs. We have been able to send vegetables up to our lunch club, and place produce on our beautifully hand-made display in the cafe.

The kitchen garden volunteers now have wider connections as they know the teams in the café, and of course our customers.

We would like to try some more shared learning/cooking/making. We have run some successful salad sessions, and can see the potential for more- from stir fries to beetroot cake. As the cafe is open 7 days a week there is potential to connect with other parts of the community and there is easy access to 'pop in and do a bit'. We will explore these flexible volunteering arrangements and try to develop the potential for more responsibility and further sessions.

4 people have moved on from TWIGS to join the team, and other volunteers have joined up along the way. We now have 12 volunteers regularly coming in.

During the year, we have supported **136** people with employment or volunteering at the Café. Of these, 22 have left us (excluding those unable to return post-covid). Figure 1 below summarises what they have gone on to do with their lives: 68% moved on to employment, education or further volunteering.



Kitchen Garden  
produce

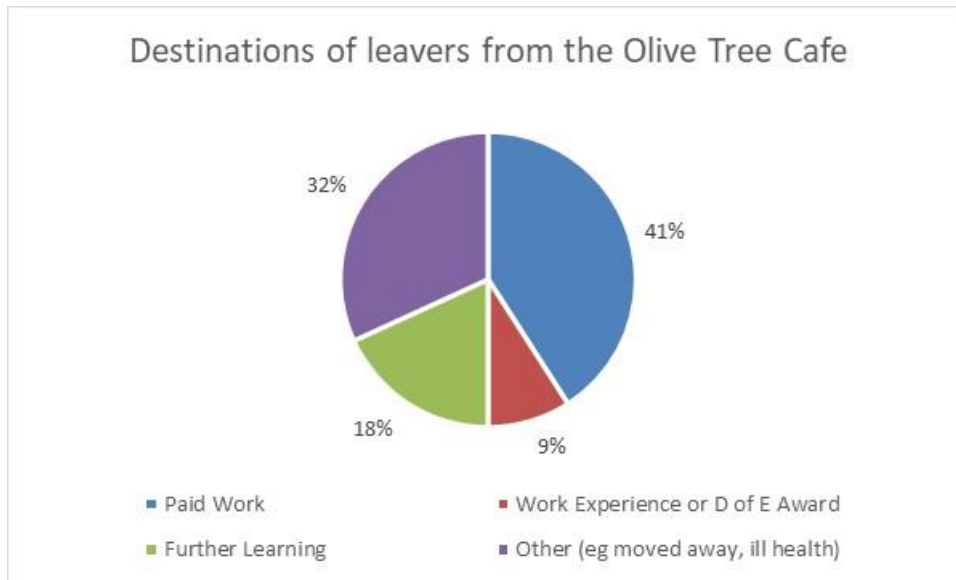


Figure 1: Destinations of leavers from the Olive Tree Café, 2021-22

We continued to be active in the **Pinecones Partnership** at the Pinetrees Community Centre. Our craft sessions on Wednesdays have been well-attended and reduced social isolation for up to 25 people each week. Our bread making became established there with a group of 4 bakers and we offered a popular soup-and-a-roll deal on Wednesdays. We ran a Thursday lunch club, helping the social mixing of 20 – 30 local residents and providing therapeutic activity for 4 – 6 of our volunteers and staff. We are establishing a programme of community activities for a mobile pizza oven recently purchased by Central Swindon North Parish Council. This will both provide therapeutic activity for some of our people and also a good focus for community events in the neighbourhood.

## TWIGS

Our gardening sessions were re-started after lockdown in March 2021, initially in half size groups with most people attending fortnightly with their placements extended to adjust for lost sessions. We tracked evolving national guidelines on Covid-19 safety, and by the end of the year sessions were back up to full size again. Referral rates are now higher than they were before the lockdowns started.



Two staff completed training on the Social Farms & Gardens 'Gardeniser' course. Our **Essential Garden Skills course** restarted in March with 9 people graduating. In November, we delivered it at Root & Branch, a horticultural therapy service in South Oxfordshire. The course is valued by the trainees: 'The course helped build my self-confidence returning to a classroom like environment. I enjoyed connecting with other people and the mix of practical and study time. It is an ideal stepping stone to learn further skills / courses.'

'The course has opened my eyes to so much and has helped me to become a much better gardener'.

We re-opened the gardens to the public again in April and re-started our programme of open days in May. We held an Apple Day in October, a Wassail in January and a Snowdrop Day in February. Zurich organised a Twinkly Gardens event in December. These are good ways to reach new members of the public, to promote the benefits of good mental health and to help diversify our income.

We continued monthly visits to Marlborough House to help the OT team deliver gardening sessions. We continued giving talks to interested parties, including Haydon Wick Parish Council, the Royal Wootton Bassett Flower Club and the Old Town Belles Women's Institute.



We have been running regular **Art Therapy sessions**, delivered by our assistant manager and open also to clients of Mind.

We have been developing our **provision for young people**. We have delivered two days for the Youth Adventure Trust. In April, 10 young people made wooden herb planters and pizzas and soup: and in October, 11 young people enjoyed pumpkin carving, soup making, willow coppicing and wreath making, with a delicious pumpkin cake baked by the Olive Tree Café on our allotment site. The National Citizenship Scheme fielded a team of

19 young people who built a new wildlife pond on The Haven. We had a placement from Inner Flame for a week, and a young lad attending Friday mornings from Uplands School for temporary work experience.

Over the summer, 5 service users in the 16 – 24 age group on the autism spectrum formed a 'Living with autism' peer support group. After 4 meetings with staff support, they decided they would like to self-organise it. The group helps people to forge friendships, express their thoughts and feelings in a safe environment and aims to become a peer led group following on from TWIGS.

In November, we hosted garden tours for a group of special needs children from Churchward Garden School, and two groups of 30 from Moredon Primary School.

During the year, we have supported **105** people. Of these, 43 have left us. Figure 2 below summarises what they have gone on to do with their lives.

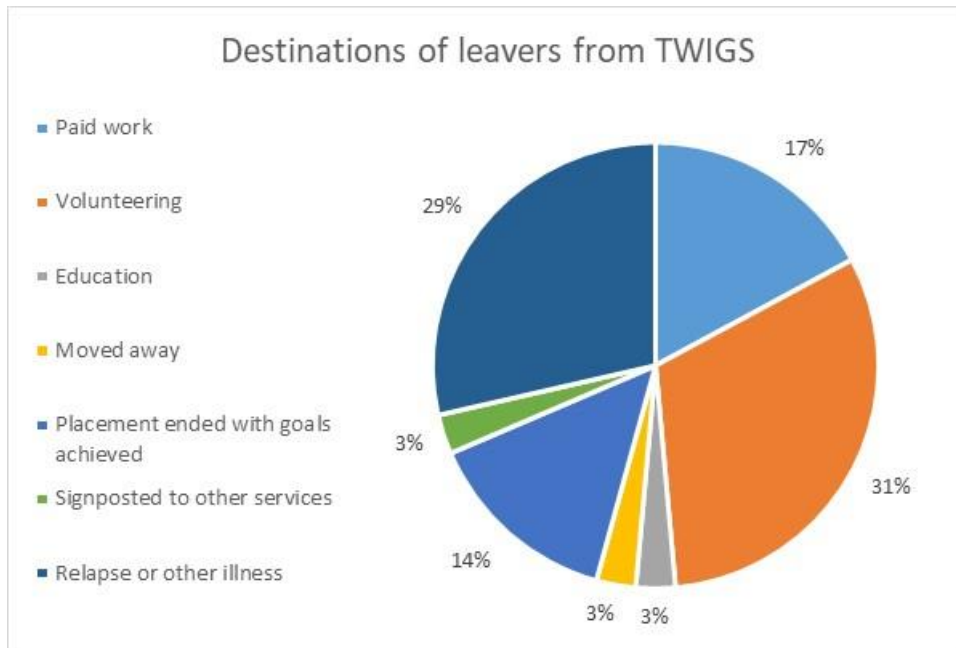


Figure 2: Destinations of leavers from TWIGS, 2021-22

Numbers of independent volunteers remain high at 49. 15 are former service users, who help deliver the service. We encourage them to use their lived experience to support current service users. Two former service users act as “Twigs Ambassador”, helping promote the service to visitors.

Our Wild and Wonderful group (producing cut flowers largely on the allotment site) is organised by volunteers and also includes former service users. Our volunteers produced about 50 Christmas wreaths whose sale raised around £1,500.



Dementia Friendly Gardening

**97%** of service users report receiving good or excellent service. **93%** report that being at TWIGS has given them new knowledge or skills. **76%** report being able to function more independently, with **68%** saying they needed less help from the NHS. **65%** of our leavers moved on to employment, education or further volunteering, or completed their recovery plan.

## Message from the Trustees

We are pleased to be able to get back to more normal service provision, although during the year we were affected by covid-related staffing shortages and restrictions on our operations. We conducted a governance review (supported by the Zurich Community Trust and Digi-board) and are developing a 3 year business plan which will include more robust people planning, more organised and diversified fundraising and improved communications with our stakeholders and the community.

Across our projects, we estimate that volunteers have contributed over **18,000** hours during the year.

We would also like to thank our many generous funders who have provided grants to help us adapt and continue to support people's mental health and wellbeing. We were delighted to receive an award from the National Lottery Community Fund for £88,000 for 3 years. Other funders include: the Julia and Hans Rausing Trust, the Zurich Community Trust, Friends of Twigs, Sarah Raven, the John Lewis Foundation, the Wiltshire Community Foundation and the Florence Cohen Charitable Trust. A fuller list is provided in our accounts on page 12.

### The year in numbers

Income £438,137	Expenditure £449,727	Total people helped: 241
Staff 2 full time	30 part time	Volunteers: 123
Balance at year end £148,725 (was £160,315 at 31 <sup>st</sup> March 2021)		

### Our Trustees

Dick Millard: Chair, Gillian Barber, Jo Ridley, Karen Hunt and Kenny Baxter.

The Recovery Tree Charity is

- a registered charity (1149848)
- a company limited by guarantee (08091204).

Manor Garden Centre, Cheney Manor Industrial Estate, Swindon, SN2 2QJ.

email: [trustees@therecoverytreecharity.org.uk](mailto:trustees@therecoverytreecharity.org.uk)

Web: [www.therecoverytreecharity.org.uk/](http://www.therecoverytreecharity.org.uk/)

Facebook: <https://www.facebook.com/profile.php?id=100082394996111>



Dick Millard  
Chair

Date: 2<sup>nd</sup> August 2022

# Report and Financial Statements

## The Recovery Tree Charity

*1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022*

### **Administrative Information**

The Recovery Tree Charity is responsible for both the Olive Tree Café and TWIGS. It is a registered charity (Charity Commission registration number: 1149848) and a company limited by guarantee (Companies house registration number: 08091204). Its principal office and its registered address is Manor Garden Centre, Cheney Manor Industrial Estate, Swindon, SN2 2QJ.

At the start of the year, there were four trustees and directors: Dick Millard (Chair), Gillian Barber (Secretary), Jo Ridley and Karen Hunt. During the year, we appointed Kenny Baxter as a trustee thus ending the year with five.

### **Governance and Management**

Trustees meetings are currently held usually more frequently than once a month, at which decisions are taken and minuted. The trustees have delegated the day to day running of the Olive Tree Café to a manager, Phyllida Richards; and of the TWIGS service to a manager, Alan Holland. The managers provide monthly reports to the trustees to aid decision making and prioritisation.

The trustees have reviewed the guidance on public benefit published by the Charity Commission, and have taken due regard to it in exercising their powers and duties.

### **Review of financial results and future developments**

Our service provision has continued to be greatly affected by the Covid-19 pandemic: many service users and volunteers were reluctant to come back to us after lockdowns ended. Numbers, and referral rates, have now increased again, representing considerable need in the community we serve.

Throughout the year we applied for publicly available government grants, and for charitable grants. Thanks to the generosity of our many funders, we have ended the year in a sound financial position, although with slightly reduced reserves compared with last year. Our major funders are listed in the notes to the accounts on page 12.

At TWIGS, we successfully bid for a re-award of our contract with Swindon Borough Council (SBC): this runs for three years from 1 July 2021 and is extendable to 5 years. We intend to continue to apply for grants to meet therapeutic costs at the Olive Tree Café and the additional capacity we provide at TWIGS over and above the Council contract.

### **Reserves policy and annual review statement**

The Recovery Tree is a charitable organisation and as such depends on its income from varying sources. For the Olive Tree Café and Pinecones this is from the sales of food and drinks, supplemented by income it also receives from donations and grants, and miscellaneous fund raising. For Twigs we have a 3 year contract with SBC (extendable to 5 years), plus other grants and donations, supplemented by small amounts of income from plant sales and outreach work.

The Cafés sales are variable, depending on the number of people purchasing food and drinks on any one day. The grants and donations are received on an ad hoc basis, although a degree of planning goes into grant applications.

It is therefore important that we have enough funds to keep running during lean times or when we are short of cash flow. A general reserve is required in order to continue providing the service, including paying staff wages and essential bills.

**Our policy therefore is to keep, where possible, a minimum of 3 but not more than 6 months expenses as a general reserve.**

It is our intention to build up the reserve from sales and fund-raising activities. We intend to review the Reserves Policy every year when completing current year's budgets, to ensure that it remains relevant and financially correct.


### **Reserves Review July 2022**

The unrestricted surplus at the end of March 2021 is £138,424. The expenses for the period April 2021 to March 2022 were £449,727. The unrestricted reserve provides us around 3.7 months running costs, which sits at the lower end of our policy of between 3 to 6 months running costs.

Our aim is to continue to maintain our Reserve position in line with our expenses to ensure a secure back up for any potential future problems, using income from sales and fund raising activities.

**THE RECOVERY TREE CHARITY**  
**Statement of Financial Activities for the year ended 31 March 2022**

	Notes	Total this year	Previous Year
		£	£
<b>Incoming resources</b>			
Grants and Donations	1	258603	382794
Fundraising activities		7116	9664
Sales - Income from activities in furtherance of charitable objects		172418	32290
<b>Total incoming resources</b>		<b>438137</b>	<b>424748</b>
<b>Resources expended</b>			
Materials		53690	14696
Salaries and staff costs	2,3	306798	270661
Direct Expenses	3	21893	16506
Overheads	3	65029	54830
Fundraising Costs		2317	1592
<b>Total resources expended</b>		<b>449727</b>	<b>358285</b>
<b>Surplus/deficit</b>		<b>-11590</b>	<b>66463</b>
<b>Net movement in funds</b>		<b>-11590</b>	<b>66463</b>
<b>Fund balances brought forward as at 1 April 2021</b>		<b>160315</b>	<b>93852</b>
<b>Fund balances carried forward as at 31 March 2022</b>		<b>148725</b>	<b>160315</b>

<b>BALANCE SHEET AS AT 31/03/2022</b>						
			<b>Notes</b>		<b>Total this year £</b>	<b>Previous Year £</b>
<b>Fixed Assets</b>					10301	8970
Tangible assets		6			10301	8970
<b>Current Assets</b>						
Debtors and Prepayments		7			3581	2168
Stock					2474	1507
Cash at bank and in hand					227505	250002
					<b>233560</b>	<b>253677</b>
<b>Short term creditors</b>		8			<b>95136</b>	<b>102332</b>
<b>Net current assets</b>					<b>138424</b>	<b>151345</b>
<b>Total assets less current liabilities</b>					<b>148725</b>	<b>160315</b>
<b>Net Assets</b>					<b>148725</b>	<b>160315</b>
<b>Capital and Reserves</b>						
Unrestricted Funds					148725	130315
Designated Funds					0	30000
<b>Total Funds</b>					<b>148725</b>	<b>160315</b>
<ul style="list-style-type: none"> <li>• For the year ending <b>31 March 2022</b> the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.</li> <li>• The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006</li> <li>• The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.</li> <li>• These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.</li> </ul>						
Approved by the board of Directors and signed on its behalf by						
						
<b>Dick Millard</b>	<b>Date: 2nd August 2022</b>					
<b>Chairman</b>						

Notes to the accounts for the year ended 31 March 2022				
<b>1</b>	<b>Grants and Donations Received</b>			
		<b>The Olive Tree Café</b>	<b>Twigs</b>	<b>Total</b>
		£	£	£
	Swindon Borough Council	8700	70000	78700
	Rausing trust	19668	15000	34668
	Lottery grant	19842	2157	21999
	WCF support fund	20508		20508
	Zurich Community Trust	14497	1260	15757
	John lewis	4773	5385	10158
	Friends of Twigs	371	9476	9847
	Awards for all	9600		9600
	Job retention scheme	8342		8342
	Nationwide B S	6905		6905
	Sarah Raven		6000	6000
	Florence Cohen Charitabe Trust		4909	4909
	Omicron Hospitality Grant	2667		2667
	Sainsburys	2277		2277
	Co-op	2162		2162
	Cheshire Comminty Foundation	1153		1153
	Arnold Clark Communy Fund	1000		1000
	Kickstart grant	1000		1000
	Other	10538	9260	19798
		<u>134003</u>	<u>123447</u>	<u>257450</u>
<b>2</b>	<b>Paid Employees</b>			
		<b>The Olive Tree Café</b>	<b>Twigs</b>	<b>Total</b>
		<b>this year</b>	<b>this year</b>	<b>Total</b>
		£	£	<b>previous year</b>
				£
	Gross wages and salaries	196553	79138	275691
	Employer's N I costs	6633	4727	11360
	Pension contributions	3540	2756	6296
	Total staff costs	<u>206726</u>	<u>86621</u>	<u>293347</u>
	Café	1 full time, 26 part time		
	Twigs	1 full time, 4 part time		
	There were no employees whose emoluments were over £50,000.			
<b>3</b>	<b>Analyses of resources expended</b>			
		<b>The Olive Tree Café</b>	<b>Twigs</b>	<b>Total</b>
		<b>this year</b>	<b>this year</b>	<b>this year</b>
				<b>Total</b>
				<b>previous year</b>
	<b>Salaries and staff costs</b>			
		£	£	£
	Salaries	206726	86621	293347
	Staff costs	3013	1432	4445
	Contract staff	1311	7695	9006
		<u>211050</u>	<u>95748</u>	<u>306798</u>
	<b>Direct Costs</b>			
		£	£	£
	Cleaning	8299	5571	13870
	Equipment	1737	345	2082
	Card Charges	1734	0	1734
	Tableware/workwear	303	0	303
	Music Licence	151	0	151
	Volunteers training courses	2424	0	2424
	Volunteers Expenses	514	815	1329
		<u>15162</u>	<u>6731</u>	<u>21893</u>
	<b>Overheads</b>			
		£	£	£
	Rent	17560	0	17560
	Gas	5293	0	5293
	Electric	11948	4039	15987
	Water	2564	1043	3607
	Insurance	1580	862	2442
	Telephone	1738	710	2448
	Stationery	895	260	1155
	Repair/Maintenance	4879	2485	7364
	Printing/Photocopy	666	379	1045
	Promotional	0	345	345
	Depreciation	2782	1174	3956
	Auditors	156	157	313
	Vehicle costs	941	2164	3105
	Misc	120	289	409
		<u>51122</u>	<u>13907</u>	<u>65029</u>
<b>4</b>	<b>Independent examiner's remuneration</b>			
	An accrual for £360 has been made for the costs of the Independent Examination			

<b>Notes to the accounts for the year ended 31 March 2022</b>					
<b>5</b>	<b>Trustees</b>				
	There has been no remuneration or other benefits paid to the charity's trustees or people connected with them.				
	Number of trustees who were paid expenses				0
	Total amount paid				£0
<b>6</b>	<b>Tangible Fixed Assets</b>				
	Fixed Assets are individual items costing over £200, and depreciated on a straight line basis over four years (25% per annum)				
			<b>this year</b>	<b>prev yr</b>	
			£	£	
	Cost	B/fwd	68983	67904	
		Additions	8366	1079	
		Disposals	0	0	
		C/fwd	<u>77349</u>	<u>68983</u>	
	Depreciation	B/fwd	60013	53003	
		C/fwd	<u>67048</u>	<u>60013</u>	
	Net Book Value				
		B/fwd	8970	14902	
		C/fwd	<u>10301</u>	<u>8970</u>	
<b>7</b>	<b>Debtors due within one year</b>				
			<b>this year</b>	<b>prev yr</b>	
			£	£	
	Pre-payments		2223	2168	
	Other Debtors		1358	0	
			<u>3581</u>	<u>2168</u>	
<b>8</b>	<b>Creditors - falling due within one year</b>				
			<b>this year</b>	<b>prev yr</b>	
			£	£	
	Creditors		9911	3407	
	Accruals		3360	850	
	Deferred Income		81014	100920	
	VAT		851	-2845	
			<u>95136</u>	<u>102332</u>	
<b>9</b>	<b>Basis of accounting</b>				
	These accounts have been prepared on the basis of historic cost in accordance with				
	the Statement of Recommended Practice - Accounting and Reporting by Charities and				
	the Charities Act and				
	the Companies Act 2006				

## **Report to the Trustees on the accounts for the financial year ending on 31 March 2022**

### **Respective responsibilities of trustee and examiner**

The Trustees responsibility for preparing the Trustees Annual Report and the financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees Responsibility in the body of the Trustees Report.

You consider that the audit requirement of Section 144 Charities Act 2011 does not apply.

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners (under section 145 (5) (b) of the Act), whether particular matters have come to my attention

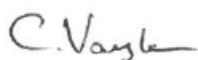
### **Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes the review of the accounting records kept by the charity and a comparison of the financial statements presented with these records. It also includes consideration of any unusual items or disclosures in the financial statements, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a true and fair view and the report is limited to those matters set out in the statement below.

### **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 ActAnd
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Acts have not been met;
- or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



**C VAUGHAN**

**Chartered Accountant  
195 Ermin Street  
Stratton St Margaret, Swindon  
SN3 4NA**

**The Recovery Tree Charity**

England & Wales - Charity number 1149848

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# Accounts

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# The Recovery Tree Charity

Annual Report April 2020 to March 2021

We help people with a mental health condition to lead fulfilling and satisfying lives.



*The Olive Tree Café* offers people positive, work-related opportunities in a café open to the public in order to take them a step nearer the world of work.



*TWIGS* is a community garden where people can regain confidence and self-esteem through learning new skills and participating in therapeutic activities.



And the *Pinecones Partnership* offers a variety of inclusive activities related to cooking and crafts.

## Our Mission



We help people with a mental health condition to lead fulfilling and satisfying lives. We like to think that our presence, and pride in who we are, and what we do, will mean we are doing our part to reduce the stigma of mental illness.

We offer a mix of time-limited placements and longer term volunteering opportunities for people who have mental health support needs. At TWIGS people

can be referred (or self-refer) to us for a placement in therapeutic horticulture and related activities. Some also volunteer with us for longer periods. At the Olive Tree Café, we have a flexible range of volunteering opportunities and occasional part time employment. Younger people can undertake work experience (including on the Duke of Edinburgh Award scheme) as part of their personal development. We help both people who need shorter term support, and also those whose mental wellbeing requires support over a longer period.



## Olive Tree Café

For much of the year, the Café was closed under government Covid rules. In this period, we used our space imaginatively to continue to help our volunteers. We ran Covid-safe craft sessions (jointly with Ipsum), putting on **50** workshops with up to **6** volunteers per workshop. We also provided 4 presentations of our Level 2, 9-week Café Cookery Skills Course training course which benefitted **16** people.

Feedback from these sessions told us that they have been really helpful to people, who have been struggling during the pandemic. At our sessions and training courses they have learned new skills and renewed connections with friends. They have a very positive impact on the mental health, personal development and confidence of the participants.



After a training course

During the times when we could open the Café, we re-arranged the space and the operation to make it Covid-safe. This experience will help us re-open successfully when restrictions are lifted. We expect to remain closed on Mondays and we will use the time to provide training and other therapeutic activity.



The Olive Tree Café was 10 this year

During the year, we have supported **69** people with employment or volunteering at the Café, with training or with therapeutic craft sessions. During the year 39 people with known mental health need have left us. Many of these found it difficult to return after Covid lockdowns, but 23% have moved on to do other things, engage in new activities or to work elsewhere, testament indeed to the continued success of the work experience in the cafe.



We actively contribute to the Pinecones Partnership at the Pinetrees Community Centre: this was closed however throughout the year, and our contribution to the Partnership suspended. We plan to re-start when the Centre is re-opened.

## TWIGS

For most of the year, we could remain open with adapted operating. Our sessions were at half size, with extended duration of placements to compensate for the less frequent sessions. While we were closed, we provided gardening kits, telephone support and online art therapy sessions. **65** people have used the service regularly during the year. In addition, we had **43** volunteers and one Ambassador (who greets visitors to the gardens).



Preparing gardening kits



Dementia Friendly Gardening

Our clients have told us that they valued our telephone support, our gardening kits, and the Art Therapy sessions. Many of them felt more isolated during lockdown, and cut off from the world. Without exception, clients are glad to be back. Twigs' core offer is for purposeful activity that connects people to each other and to the natural world. During lockdown, clients experienced a period of forced inactivity and increased social isolation. Being able to return to Twigs has been invaluable for them, to reconnect to people and the "real world" again.

**98%** of service users report receiving good or excellent service. **100%** report that being at TWIGS has given them new knowledge or skills. **83%** report being able to function more independently, with **68%** saying they needed less help from the NHS. 31% of our leavers moved on to employment, education or further volunteering, or completed their recovery plan. Nine people successfully completed our 10-week Level 2 accredited course on Essential Garden Skills.

One of our clients arrived in July 2020, referred to us from the NHS. He felt able to make the visit with the support of his social worker and told us that this was first time he had been outside his house in 10 years, and that he was so relieved to be able to take this first step into the world again.



In the gardens

**Volunteers supported the gardens and each other with 4320 hours of work during the year.**

## Message from the Trustees

During this year Covid seriously affected our staff and volunteers, and also our ability to continue providing services to help and support them. We have had to adapt in many ways – and then re-adapt as rules and guidelines evolved. A large part of our income was at risk: last year, 66.3% of our income was from sales but this year it fell to 10.6%.

We would like to thank our staff and volunteers, who have responded magnificently. We would also like to thank our many generous funders who have provided grants to help us adapt and continue to support people’s mental health and wellbeing. These include the Julia and Hans Rausing Trust, the Zurich Community Trust, the National Lottery, Friends of Twigs, Sarah Raven, the John Lewis Foundation, the Wiltshire Community Foundation and the Cheshire Community Foundation.

### The year in numbers

Income £424,748	Expenditure £358,285	Total people helped: 177
Staff 2 full time	22 part time	Volunteers: 112
Balance at year end £160,315 (was £93,852 at 31 <sup>st</sup> March 2020)		

### Our Trustees

Dick Millard: Chair, Gillian Barber, Jo Ridley and Karen Hunt

The Recovery Tree Charity is

- a registered charity (1149848)
- a company limited by guarantee (08091204).

Manor Garden Centre, Cheney Manor Industrial Estate, Swindon, SN2 2QJ.

email: [trustees@therecoverytreecharity.org.uk](mailto:trustees@therecoverytreecharity.org.uk)

Web: [www.therecoverytreecharity.org.uk/](http://www.therecoverytreecharity.org.uk/)

Dick Millard  
Chair

# Report and Financial Statements

## The Recovery Tree Charity

*1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021*

### **Administrative Information**

The Recovery Tree Charity is responsible for both the Olive Tree Café and TWIGS. It is a registered charity (Charity Commission registration number: 1149848) and a company limited by guarantee (Companies house registration number: 08091204). Its principal office and its registered address is Manor Garden Centre, Cheney Manor Industrial Estate, Swindon, SN2 2QJ.

During the year, Aaron Rance resigned as a trustee. There were thus four trustees and directors at 31<sup>st</sup> March 2021: Dick Millard: Chair, Gillian Barber: Secretary, Jo Ridley and Karen Hunt. We hope to recruit further trustees shortly.

### **Governance and Management**

Trustees meetings are currently held usually more frequently than once a month, at which decisions are taken and minuted. The trustees have delegated the day to day running of the Olive Tree Café to a manager, Phyllida Richards; and of the TWIGS service to a manager, Alan Holland.

The trustees have reviewed the guidance on public benefit published by the Charity Commission, and have taken due regard to it in exercising their powers and duties.

### **Review of financial results and future developments**

Both services were greatly affected by the Covid-19 pandemic. At the Olive Tree Café, the law required us to close for much of the year and we had fewer customers in many of the times we were allowed to open. At TWIGS we were also closed for the part of the year which normally includes our best attended open days, and were unable to hold many of our planned events. Our sales income for the year was 10.6% of the previous year.

We made as much use of the government furlough scheme as we could for any staff unable to work. We applied for publically available government grants, and for charitable grants. Thanks to the generosity of our many funders, we have ended the year in a sound financial position. Our major funders are listed in the notes to the accounts on page 9.

At TWIGS, our contract with Swindon Borough Council ends on 30 June 2021. We have responded to their tender for a further contract and as at 31<sup>st</sup> March 2021 are waiting to learn their decision. For the coming year, we intend to reopen the Olive Tree Café and to restart events at TWIGS when regulations allow. We intend to continue to apply for grants to meet therapeutic costs at the Olive Tree Café and the additional capacity we provide at TWIGS over and above the Council contract.

### **Reserves policy and annual review statement**

The Recovery Tree is a charitable organisation and depends on income from a variety of sources. For the Olive Tree Café this is from the sales of food and drinks, supplemented by income it also receives from donations and grants, and miscellaneous fund raising. For Twigs we have a 5 year contract with SBC, plus other grants and donations, supplemented by small amounts of income from plant sales and outreach work.

The Café's sales are variable, depending on the number of people purchasing food and drinks on any one day. The grants and donations are received on an ad hoc basis, although a degree of planning goes into grant applications.

It is therefore important that we have enough funds to keep running during lean times or when we are short of cash flow. A general reserve is required in order to continue providing the service, including paying staff wages and essential bills.

**Our policy therefore is to keep, where possible, a minimum of 3 but not more than 6 months' expenses as a general reserve.**

It is our intention to build up the reserve from sales and fund-raising activities. We intend to review the Reserves Policy every year when completing current year's budgets, to ensure that it remains relevant and financially correct.


### **Reserves Review July 2021**

The unrestricted surplus at the end of March 2021 is £151,345. The expenses for the period April 2020 to March 2021 were £358,285. The unrestricted reserve provides us around 5 months running costs, which sits comfortably within our policy of between 3 to 6 months running costs.

Our aim is to continue to maintain our Reserve position in line with our expenses to ensure a secure back up for any potential future problems, using income from sales and fund raising activities.

**THE RECOVERY TREE CHARITY**  
**Statement of Financial Activities for the year ended 31 March 2021**

	Notes	Total this year	Previous Year
		£	£
<b>Incoming resources</b>			
Grants and Donations	1	382794	138091
Fundraising activities		9664	16687
Sales - Income from activities in furtherance of charitable objects		32290	304570
<b>Total incoming resources</b>		<b>424748</b>	<b>459348</b>
<b>Resources expended</b>			
Materials		14696	95003
Salaries and staff costs	2,3	270661	304742
Direct Expenses	3	16506	28126
Overheads	3	54830	70803
Fundraising Costs		1592	4912
<b>Total resources expended</b>		<b>358285</b>	<b>503586</b>
<b>Surplus/deficit</b>		<b>66463</b>	<b>-44238</b>
<b>Net movement in funds</b>		<b>66463</b>	<b>-44238</b>
<b>Fund balances brought forward as at 1 April 2020</b>		<b>93852</b>	<b>138090</b>
<b>Fund balances carried forward as at 31 March 2021</b>		<b>160315</b>	<b>93852</b>

<b>BALANCE SHEET AS AT 31/03/2021</b>				
	<b>Notes</b>	<b>Total this year</b>	<b>Previous Year</b>	
		<b>£</b>	<b>£</b>	
<b>Fixed Assets</b>		<b>8970</b>	<b>14828</b>	
Tangible assets	6	<b>8970</b>	<b>14828</b>	
<b>Current Assets</b>				
Debtors and Prepayments	7	<b>2168</b>	<b>2710</b>	
Stock		<b>1507</b>	<b>2721</b>	
Cash at bank and in hand		<b>250002</b>	<b>119148</b>	
		<b>253677</b>	<b>124579</b>	
<b>Short term creditors</b>	8	<b>102332</b>	<b>45555</b>	
<b>Net current assets</b>		<b>151345</b>	<b>79024</b>	
<b>Total assets less current liabilities</b>		<b>160315</b>	<b>93852</b>	
<b>Net Assets</b>		<b>160315</b>	<b>93852</b>	
<b>Capital and Reserves</b>				
Unrestricted Funds		<b>130315</b>	<b>75852</b>	
Designated Funds	9	<b>30000</b>	<b>18000</b>	
<b>Total Funds</b>		<b>160315</b>	<b>93852</b>	
<ul style="list-style-type: none"> <li>• For the year ending <b>31 March 2021</b> the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.</li> <li>• The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006</li> <li>• The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.</li> <li>• These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.</li> </ul>				
Approved by the board of Directors and signed on its behalf by				
				
<b>Dick Millard</b>				
<b>Chairman</b>				
30th September 2021				

<b>Notes to the accounts for the year ended 31 March 2021</b>				
<b>1</b>	<b>Grants and Donations Received</b>			
		<b>Olive Tree Café</b>	<b>Twigs</b>	<b>Total</b>
		<b>£</b>	<b>£</b>	<b>£</b>
	Swindon Borough Council	32055	70000	102055
	Job retention scheme	98831	9311	108142
	Julia and Hans Rausing trust	45085	15329	60414
	Zurich Community Trust		12328	12328
	National Lottery	48118		48118
	Friends of Twigs	5502	3949	9451
	Sarah Raven		6000	6000
	John Lewis	2396	1905	4301
	WCF Support Fund	1479	2774	4253
	Cheshire Community Foundation	2536		2536
	Other	15353	9843	25196
		<u>251355</u>	<u>131439</u>	<u>382794</u>
	NOTE :			
	Numerous smaller grants and donations (over £500) were received including from the Davis Foundation, Freemasons Lodge, Central North Swindon parish, Jeni Burchell, St Andrews Methodist Church, Royal Ma Aqualash and Nythe Community Centre			
<b>2</b>	<b>Paid Employees</b>			
		<b>Olive Tree Café</b>	<b>Twigs</b>	<b>Total</b>
		<b>this year</b>	<b>this year</b>	<b>Total</b>
		<b>£</b>	<b>£</b>	<b>previous year</b>
		<b>£</b>	<b>£</b>	<b>£</b>
	Gross wages and salaries	168847	78260	247107
	Employer's NI costs	5315	4186	9501
	Pension contributions	3219	2655	5874
	Total staff costs	<u>177381</u>	<u>85101</u>	<u>262482</u>
	Café	1 full time, 18 part time		
	Twigs	1 full time, 4 part time		
	There were no employees whose emoluments were over £50,000.			
<b>3</b>	<b>Analyses of resources expended</b>			
		<b>Olive Tree Café</b>	<b>Twigs</b>	<b>Total</b>
		<b>this year</b>	<b>this year</b>	<b>Total</b>
		<b>£</b>	<b>£</b>	<b>previous year</b>
		<b>£</b>	<b>£</b>	<b>£</b>
	<b>Salaries and staff costs</b>			
	Salaries	177381	85101	262482
	Staff costs	4180	684	4864
	Contract staff	0	3315	3315
		<u>181561</u>	<u>89100</u>	<u>270661</u>
	<b>Direct Costs</b>			
	Cleaning	3026	4724	7750
	Equipment	4982	1411	6393
	Card Charges	1012	0	1012
	Tableware/workwear	195	0	195
	Music Licence	531	0	531
	Volunteers Expenses	138	487	625
		<u>9884</u>	<u>6622</u>	<u>16506</u>
	<b>Overheads</b>			
	Rent	17561	0	17561
	Gas	2062	0	2062
	Electric	4226	2198	6424
	Water	1017	1238	2255
	Insurance	1355	854	2209
	Telephone	1198	750	1948
	Stationery	310	118	428
	Repair/Maintenance	10970	3380	14350
	Printing/Photocopy	275	175	450
	Promotional	0	0	0
	Depreciation	2033	1000	3033
	Auditors	162	161	323
	Vehicle costs	1554	1829	3383
	Misc	0	404	404
		<u>42723</u>	<u>12107</u>	<u>54830</u>
<b>4</b>	<b>Independent examiner's remuneration</b>			
	An accrual for £320 has been made for the costs of the Independent Examination			

<b>Notes to the accounts for the year ended 31 March 2021</b>				
<b>5</b>	<b>Trustees</b>			
	There has been no remuneration or other benefits paid to the charity's trustees, or people connected with them, from the charity.			
	Number of trustees who were paid expenses			0
	Total amount paid			£0
<b>6</b>	<b>Tangible Fixed Assets</b>			
	Fixed Assets are individual items costing over £200. Computer equipment is depreciated on a straight line policy over three years (33% per annum). All other assets are depreciated (eg kitchen equipment furniture etc) on a straight line policy over four years (25% per annum).			
			<b>this year</b>	<b>prev yr</b>
			£	£
	Cost	B/fwd	67904	53886
		Additions	1079	14018
		Disposals		0
		C/fwd	68983	67904
	Depreciation	B/fwd	53003	43724
		C/fwd	60013	53003
	Net Book Value			
		B/fwd	14902	10162
		C/fwd	8970	14902
<b>7</b>	<b>Debtors due within one year</b>			
			<b>this year</b>	<b>prev yr</b>
			£	£
	Pre-payments		2168	2656
	Other Debtors			54
			2168	2710
<b>8</b>	<b>Creditors - falling due within one year</b>			
			<b>this year</b>	<b>prev yr</b>
			£	£
	Creditors		3407	6163
	Accruals		850	4120
	Deferred Income		100920	38426
	VAT		-2845	6846
			102332	55555
<b>9</b>	<b>Designated Fund</b>			
	There is a designated fund of £30,000 to fund future developments.			
<b>10</b>	<b>Basis of accounting</b>			
	These accounts have been prepared on the basis of historic cost in accordance with			
	<ul style="list-style-type: none"> <li>• Accounting and Reporting by Charities – Statement of Recommended Practice</li> <li>• and with the Charities Act</li> <li>• and with the Companies Act 2006.</li> </ul>			

## **Report to the Trustees on the accounts for the financial year ending on 31 March 2021**

### **Respective responsibilities of trustee and examiner**

The Trustees responsibility for preparing the Trustees Annual Report and the financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees Responsibility in the body of the Trustees Report.

You consider that the audit requirement of Section 144 Charities Act 2011 does not apply.

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners (under section 145 (5) (b) of the Act), whether particular matters have come to my attention

### **Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes the review of the accounting records kept by the charity and a comparison of the financial statements presented with these records. It also includes consideration of any unusual items or disclosures in the financial statements, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a true and fair view and the report is limited to those matters set out in the statement below.

### **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 accord with the accounting records and comply with the accounting requirements of the Acts have not been met;
- or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



**C VAUGHAN**

**Chartered Accountant  
195 Ermin Street  
Stratton St Margaret, Swindon  
SN3 4NA**

## **Report to the Trustees on the accounts for the financial year ending on 31 March 2021**

### **Respective responsibilities of trustee and examiner**

The Trustees responsibility for preparing the Trustees Annual Report and the financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees Responsibility in the body of the Trustees Report.

You consider that the audit requirement of Section 144 Charities Act 2011 does not apply.

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners (under section 145 (5) (b) of the Act), whether particular matters have come to my attention

### **Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes the review of the accounting records kept by the charity and a comparison of the financial statements presented with these records. It also includes consideration of any unusual items or disclosures in the financial statements, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a true and fair view and the report is limited to those matters set out in the statement below.

### **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 accord with the accounting records and comply with the accounting requirements of the Acts have not been met;

or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

**C VAUGHAN**

**Chartered Accountant  
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