



# 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



The Olive Tree Café was 10 this year

During the times when we could open the Café, we rearranged 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.

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.

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



In the gardens

## 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<br>this year | Previous<br>Year |
|--|-------|--------------------|------------------|
|  |       | £                  | £                |
| <b>Incoming resources</b>  |       |                    |                  |
| Grants and Donations   | 1     | 382794             | 138091           |
| Fundraising activities   |       | 9664               | 16687            |
| Sales - Income from activities in<br>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<br/>as at 1 April 2020</b>            |       | <b>93852</b>       | <b>138090</b>    |
| <b>Fund balances carried forward<br/>as at 31 March 2021</b>           |       | <b>160315</b>      | <b>93852</b>     |

| BALANCE SHEET AS AT 31/03/2021  |       |                    |                  |  |  |
|---|-------|--------------------|------------------|--|--|
|   | Notes | Total<br>this year | Previous<br>Year |  |  |
|   |       | £                  | £                |  |  |
| <b>Fixed Assets</b>   |       | <b>8970</b>        | <b>14828</b>     |  |  |
| Tangible assets   | 6     | 8970               | 14828            |  |  |
| <b>Current Assets</b>   |       |                    |                  |  |  |
| Debtors and Prepayments   | 7     | 2168               | 2710             |  |  |
| Stock   |       | 1507               | 2721             |  |  |
| Cash at bank and in hand  |       | 250002             | 119148           |  |  |
|   |       | 253677             | 124579           |  |  |
| <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  |       | 130315             | 75852            |  |  |
| Designated Funds  | 9     | 30000              | 18000            |  |  |
| <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><br>Chairman   |       |                    |                  |  |  |
| 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>         |
|          |   |                           | £                      | £                |                  | £                    |
|          | 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>Total</b>         |
|          |   |                           | <b>this year</b>       | <b>this year</b> | <b>this year</b> | <b>previous year</b> |
|          |   |                           | £                      | £                | £                | £                    |
|          | Gross wages and salaries  | 168847                    | 78260                  | 247107           | 276356           |                      |
|          | Employer's N I costs  | 5315                      | 4186                   | 9501             | 11893            |                      |
|          | Pension contributions   | 3219                      | 2655                   | 5874             | 5941             |                      |
|          | Total staff costs   | <u>177381</u>             | <u>85101</u>           | <u>262482</u>    | <u>294190</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>Total</b>         |
|          |   |                           | <b>this year</b>       | <b>this year</b> | <b>this year</b> | <b>previous year</b> |
|          |   |                           | £                      | £                | £                | £                    |
|          | <b>Salaries and staff costs</b>   |                           |                        |                  |                  |                      |
|          | Salaries  | 177381                    | 85101                  | 262482           | 294190           |                      |
|          | Staff costs   | 4180                      | 684                    | 4864             | 4997             |                      |
|          | Contract staff  | 0                         | 3315                   | 3315             | 5555             |                      |
|          |   | <u>181561</u>             | <u>89100</u>           | <u>270661</u>    | <u>304742</u>    |                      |
|          | <b>Direct Costs</b>   |                           |                        |                  |                  |                      |
|          | Cleaning  | 3026                      | 4724                   | 7750             | 14161            |                      |
|          | Equipment   | 4982                      | 1411                   | 6393             | 2700             |                      |
|          | Card Charges  | 1012                      | 0                      | 1012             | 3913             |                      |
|          | Tableware/workwear  | 195                       | 0                      | 195              | 552              |                      |
|          | Music Licence   | 531                       | 0                      | 531              | 518              |                      |
|          | Volunteers Expenses   | 138                       | 487                    | 625              | 6282             |                      |
|          |   | <u>9884</u>               | <u>6622</u>            | <u>16506</u>     | <u>28126</u>     |                      |
|          | <b>Overheads</b>  |                           |                        |                  |                  |                      |
|          | Rent  | 17561                     | 0                      | 17561            | 17561            |                      |
|          | Gas   | 2062                      | 0                      | 2062             | 5666             |                      |
|          | Electric  | 4226                      | 2198                   | 6424             | 18120            |                      |
|          | Water   | 1017                      | 1238                   | 2255             | 4801             |                      |
|          | Insurance   | 1355                      | 854                    | 2209             | 1941             |                      |
|          | Telephone   | 1198                      | 750                    | 1948             | 1642             |                      |
|          | Stationery  | 310                       | 118                    | 428              | 1486             |                      |
|          | Repair/Maintenance  | 10970                     | 3380                   | 14350            | 9781             |                      |
|          | Printing/Photocopy  | 275                       | 175                    | 450              | 809              |                      |
|          | Promotional   | 0                         | 0                      | 0                | 810              |                      |
|          | Depreciation  | 2033                      | 1000                   | 3033             | 5478             |                      |
|          | Auditors  | 162                       | 161                    | 323              | 320              |                      |
|          | Vehicle costs   | 1554                      | 1829                   | 3383             | 0                |                      |
|          | Misc  | 0                         | 404                    | 404              | 2388             |                      |
|          |   | <u>42723</u>              | <u>12107</u>           | <u>54830</u>     | <u>70803</u>     |                      |
| <b>4</b> | <b>Independent examiner's remuneration</b>  |                           |                        |                  |                  |                      |
|          | An accrual for £320 has been made for the costs of the Independent Examination  |                           |                        |                  |                  |                      |

| Notes to the accounts for the year ended 31 March 2021 |   |           |                  |                |    |
|--|---|-----------|------------------|----------------|----|
| <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 prepare on the basis of historic cost in accordance with   |           |                  |                |    |
|  | • Accounting and Reporting by Charities – Statement of Recommended Practice   |           |                  |                |    |
|  | • and with the Charities Act  |           |                  |                |    |
|  | • and with the Companies Act 2006.  |           |                  |                |    |

## **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**

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- 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**

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195 Ermin Street  
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SN3 4NA**