



# 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.



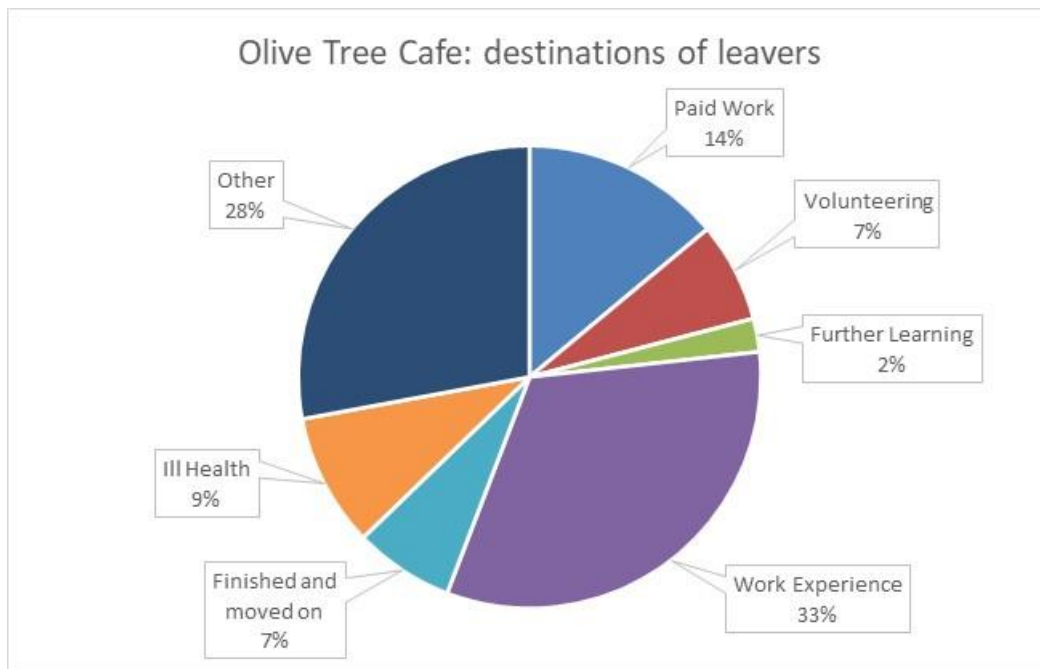


Figure 1: Destinations of leavers from the Olive Tree Café, 2023-24

## 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!

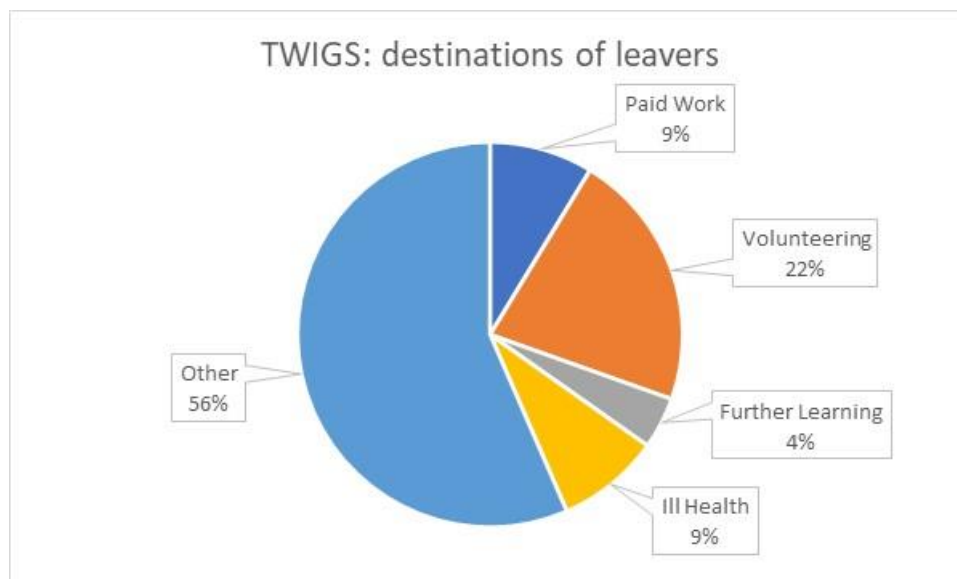


Figure 2: Destinations of leavers from TWIGS, 2023-24



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	
			£		£	
Fixed Assets			28278		28470	
Tangible assets		6	28278		28470	
Current Assets						
Debtors and Prepayments		7	4613		5581	
Stock			3298		3364	
Cash at bank and in hand			250772		214521	
			258683		223466	
Short term creditors		8	125072		109489	
Net current assets			133611		113976	
Total assets less current liabilities			161889		142446	
Net Assets			161889		142446	
Capital and Reserves						
Unrestricted Funds			161889		142446	
Designated Funds			0		0	
Total Funds			161889		142446	

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>
				<b>£</b>	<b>£</b>		<b>£</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>Total</b>
				<b>this year</b>	<b>this year</b>	<b>this year</b>	<b>previous year</b>
				<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	Gross wages and salaries		232161	57538	289699		296532
	Employer's NI costs		9426	4469	13895		13697
	Pension contributions		4161	2668	6829		6914
	Total staff costs		<u>245748</u>	<u>64675</u>	<u>310423</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>Total</b>
				<b>this year</b>	<b>this year</b>	<b>this year</b>	<b>previous year</b>
	<b>Salaries and staff costs</b>						
			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
	Salaries		245748	64675	310423		317143
	Staff costs		1930	2260	4190		3224
	Contract staff		30	26884	26914		20515
			<u>247708</u>	<u>93819</u>	<u>341527</u>		<u>340882</u>
	<b>Direct Costs</b>						
			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
	Cleaning		7331	5644	12975		12532
	Equipment		3279	165	3444		2783
	Card Charges		2721	91	2812		2351
	Tableware/workwear		1188	0	1188		309
	Music Licence		644	0	644		561
	Volunteers Expenses		1370	822	2192		2504
	Professional fees		906	392	1298		1888
			<u>17439</u>	<u>7114</u>	<u>24553</u>		<u>22928</u>
	<b>Overheads</b>						
			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
	Rent		17561	0	17561		17561
	Gas		5210	0	5210		7088
	Electric		21800	7074	28874		16395
	Water		4358	1174	5532		5315
	Insurance		1210	2571	3781		2528
	Telephone/Broadband		1842	1301	3143		2512
	Stationery		722	327	1049		1193
	Repair/Maintenance		5483	481	5964		5240
	Printing/Photocopy		628	556	1184		978
	Waste		2360	917	3277		3407
	Depreciation		3204	2223	5427		5527
	Vehicle costs		913	1281	2194		2134
	Security		20	9	29		793
	Website project		5113	142	5255		793
	Misc		951	136	0		474
					0		
			<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**