



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 st	January	2020		31 st	December	2020

Section A Reference and administration details

Charity name The Recovery Course

Other names charity is known by RecoveryTwo

Registered charity number (if any) 1170792

Charity's principal address c/o Tonbridge Baptist Church

Darenth Avenue

Tonbridge, Kent

Postcode

TN10 3HZ

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Rev Bob Street	Chairman	Reappointed to second term 10 th July 2019. Term ends June 2022.	
2 Richard Larcombe		Reappointed to second term 18 th July 2018. Resigned 13/5/2020	
3 Steve Burnett		Reappointed to second term 18 th July 2018. Term ends June 2021.	
4 Jules Radford		Reappointed to second term 10 th July 2019. Term ends June 2022.	
5 Emma Heath		Appointed to first term 9 th November 2016. Resigned 15/7/2020	
6 Andy Simmonds	Secretary	Appointed to first term 12 th November 2015. Resigned 15/7/2020	
Emma Howden		Appointed to first term 13 th March 2019.	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/a	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Banker	National Westminster Bank plc	130 High Street, Tonbridge, Kent TN9 1DE
Independent examiner	John Pavlou	28 Bramble Close, Hildenborough, Kent, TN11 9HQ

Name of chief executive or names of senior staff members (Optional information)

Justyn Larcombe, Chief Executive

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Effective 17 th June 2019, the charity was re-registered as a Charitable Incorporated Organisation, having a foundation constitution based on the Charity Commission model. Prior to this, the charity was originally constituted as a company limited by guarantee, incorporated on 29 th July 2015 and registered as a charity on 16 th December 2016, and having a memorandum and articles of association.
How the charity is constituted (eg. trust, association, company)	See above.
Trustee selection methods (eg. appointed by, elected by)	Trustees are selected by the existing Trustees.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Recruitment, induction and training of Trustees

During the period, the trustees were also charity trustees for the purposes of charity law. Under the requirements of the Constitution, the Trustees are elected to serve for a period of three years (such that each year one third of Trustees retire) after which they must be re-elected for a second or third term.

All Trustees give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in the financial statements.

Trustees are selected by the existing Trustees firstly to provide the charity with oversight of its addiction recovery activities through relevant knowledge, experience and involvement, and secondly to provide the charity with oversight and governance of administrative matters through relevant legal and financial knowledge and experience. New Trustee induction includes consideration of Charity Commission guidance (CC3) and completion of a Charity Commission Trustee Declaration, discussion of current issues including the financial position of the charity, and completion of DBS checks. Ongoing training includes access to the network and courses run by the Institute of Chartered Accountants in England and Wales Charity and Voluntary Sector Group.

Trustees maintain a Trustee Policy Manual which sets out written policies detailing the role of the Board of Trustees, Trustee qualifications, conduct and mode of operation.

Organisational structure

Trustees have appointed Justyn Larcombe, under a written agreement, to act as chief executive and team leader of the charity's operations including setting vision and policy, representing and promoting the charity externally, building teams to run and supervise The Recovery Course locally, fund raising, and building a network of contacts and agencies that are seeking to run The Recovery Course. The Trustee Policy Manual includes a written job description, and written policies detailing the Chief Executive's relationship with the Trustees.

Group Leaders on The Recovery Course run by the charity are selected by a nominating group comprising Justyn and those Trustees actively engaged in running the course.

The CEO has appointed an Operational Team consisting of the CEO, Emma Heath (National Partnerships Director) and Kevin Campbell (Communications).

Risk management

Trustees maintain a risk register which identifies 9 major risks under 4 headings: strategic, governance and management; external; operational; and financial. Using the register, Trustees assess the significance and probability of each risk, mitigation, and specific Trustee

action to monitor each net risk.

Safeguarding

In recognition that those attending The Recovery Course are vulnerable adults, the Trustees have appointed one Trustee to act as Safeguarding Officer providing a formal point of contact for queries and reporting of concerns, and established a written policy on safeguarding. All Trustees and Group Leaders undertake a DBS check. Group Leaders are briefed prior to the commencement of each Recovery Course, provided with support throughout the course, and de-briefed at the conclusion.

Related parties

The charity works closely with Tonbridge Baptist Church, who provide the charity with rooms to run The Recovery Course and catering, and undertake activities to care and nurture those completing The Recovery Course in furtherance of their own charitable objects. However, the charity is not accountable to the Church in a governance sense.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The charity's object as set out in the Constitution, which is for the public benefit, is the advancement of education by raising awareness of the issue of addiction and the provision of recovery and support services to those affected by addiction.

The Recovery Course is a Christian charity established to reach those suffering from the effects of addictions of all kinds, including alcohol, drugs, gambling, pornography, food, social media and other compulsive habits. The charity does this through enabling, equipping and encouraging churches to run the Recovery Course. The course is suitable for people of faith or no faith; the key requirement for a successful outcome is that course attendees have a desire to overcome their addiction.

Ethos, vision and outcomes

Ethos: Our desire is to see people suffering from the pain and grip of addiction restored to wholeness and a new sense of purpose in life.

Vision: Our vision for the Recovery Course is to see as many people as possible set free from their addiction.

Mission: Our mission is to facilitate recovery from addiction through Christ and to share the good news of hope, freedom and reconciliation with as many people as possible.

Our **outcomes**, being how we know that we are achieving our vision, is:

- For individuals – ongoing release for many from addictions of all kinds, and protection of that freedom gained through support networks and faith community groups.
- For churches, help with organising, structuring and supporting recovery from addiction of all kinds.
- For society, that individuals and agencies have hope that

people can be set free from their addictions.

What we do - strategy and activities

We will achieve our vision of seeing The Recovery Course run in every major town and city by:

- maintaining high quality resources;
- promoting the course nationally;
- giving easy access to the resources to those who want to run courses;;
- helping to establish new courses through training and explaining tried and tested methods;
- establishing a recovery community where those who need it can locate the nearest course easily.

The development and distribution of TRC resources is key to the achievement of our goal and forms the tangible product we offer for no cost to all those wanting to run courses, so they in turn won't charge the guests for participating. The resources include the following:

- A 400 page course manual including a section on how to set up and run The Recovery Course;
- Written and filmed transcripts of all the weekly talks;
- A work book with weekly 'Pause for Thought' exercises for the guests;
- A leaders manual;
- A resource section with links to other recovery groups;
- Filmed testimonies of individuals who have found freedom through the course;
- A Family Programme for those affected by the actions of addicts
- Leaders notes for group leaders each week;
- Access to training and support on line;
- An annual Recovery Course Conference.

We offer free training and support to churches and Christian-based organisations running or wishing to run the Recovery Course throughout the UK and beyond.

The Recovery Course team are actively involved in running Recovery Courses, as well as supporting new courses with training, leading and speaking. The team also work alongside a number of other addiction-focused charities. Our trustees often speak to the media on issues surrounding addiction, and our CEO speaks regularly to mainstream media specifically on issues of gambling addiction, and has supported national campaigns aiming to include safety-mechanisms within the gambling industry.

Trustees' responsibility statement

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

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;

Grant making

The charity is not grant making.

Contribution made by volunteers

Justyn, the Trustees, Group Leaders and those involved in running The Recovery Course are volunteers, for which the

- policy programme related investment;
- contribution made by volunteers.

Trustees are grateful. While reasonable expenses of travel to speaking engagements are met, no payment is made for time spent. One Trustee, Emma Heath (**resigned as Trustee on 17/7/2020**) but continues to provide the Charity with fundraising support for which she is paid for one day per week.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During 2020, the impact of Covid19 meant the charity had to change its approach from running “in person courses” to an online course as well as cancelling any planned conferences.

The charity developed and ran a national online course and continued to respond to enquiries received through online links and personal recommendations and resource packs were sent to churches expressing an interest in new recovery courses. In addition to enquiries from the UK, support is being offered to contacts around the world.

The Charity is still focussed on the strategy of seeking clusters of local churches wishing to coordinate local recovery courses such that each church runs a course once a year, but arranged consecutively such that individual delegates may be directed to a course starting within the next term.

Section E

Financial review

Brief statement of the charity's policy on reserves

In summary, the charity received £24,468 (2019 £22,821) in unrestricted income, and spent £28,523 (2019 £24,206). The balance of unrestricted funds at 31st December 2020 was £7,730 (2019 £5,632).

In order to continue and expand the work of the charity, the Trustees will seek further gifts and donations. In view of its continued early stage of development as a charity, and the absence of any fixed costs such as salaries, the Trustees have not yet identified any level of reserves which they consider will need to be maintained.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has

Fundraising

Since the Charity does not charge churches for providing The Recovery Course materials, it is dependent on gifts and grants from supporters and grant-making trusts to continue meeting its objectives.

During 2020, the continued to avail of the services of Emma Heath, a trustee (**resigned as Trustee on 15/7/2020 but continues fundraising**), for one day a week to pursue grant opportunities. This appointment was carefully considered and approved by other trustees.

supported the key objectives of the charity;

- investment policy and objectives including any ethical investment policy adopted.



Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Robert Street

Position (eg Secretary, Chair, etc)

Chair

29/10/2021

Date



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
The Recovery Course

No (if any)
1170792

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	1-Jan-20		31-Dec-20

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
Grants, gifts and donations	24,371	-	-	24,371
The Recovery Conference	-	-	-	-
Tonbridge Recovery course	50	-	-	50
Speaking & engagement income	39	-	-	39
Bank interest	8	-	-	8
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	24,468	-	-	24,468
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	24,468	-	-	24,468
A3 Payments				
Faithworks Wessex - seconded staff	-	6,153	-	6,153
The Recovery Conference	-	-	-	-
Speaking and engagements	276	-	-	276
Tonbridge Recovery course	102	-	-	102
Publicity and marketing support	19,084	-	-	19,084
Fundraising	2,197	-	-	2,197
DBS checks	120	-	-	120
Trustee expenses	74	-	-	74
Tyne Valley - support	502	-	-	502
Bank charges	15	-	-	15
	-	-	-	-
Sub total	22,370	6,153	-	28,523
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	22,370	6,153	-	28,523
Net of receipts/(payments)	2,098	- 6,153	-	- 4,055
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	5,632	6,153	-	11,785
Cash funds this year end	7,730	-	-	7,730

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Natwest Current a/c	7,731	-
	Natwest Investment a/c	-	-
		-	-
	Total cash funds	7,731	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
B3 Investment assets			-
			-
			-
			-
			-
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
			-
B5 Liabilities			-
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name
	Jules Radford	Mr Julian D Radford

CC16a

Last year

to the nearest £

32,069
1,312
327
12
-
-
-
-
33,720

-
-

33,720

7,514
902
2,207
2,867
15,732
1,100
145
814
440
-
31,721

-

31,721

1,999
-
-
1,999



**Endowment
funds**

to nearest £

-
-
-
-

OK

**Endowment
funds**

to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

Date of
approval

6-Feb-21