



Trustees' Annual Report for the period

From **Period start date** 1st January 2022 **To** **Period end date** 31st December 2022

Section A Reference and administration details

Charity name The Recovery Course

Other names charity is known by

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 2025.	
2	Justyn Larcombe	Trustee	Appointed to first term 1 st October 2021	
3	Nigel Skelsey	Trustee	Appointed to first term 1 st October 2021	
4	Paul Martin	Trustee	Appointed to first term 1 st October 2021	
5	Susan Flashman Jarvis	Trustee	Appointed to first term 28 th October 2021	
6	Gavin Wells	Treasurer	Appointed to first term 16 th November 2021	

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	Anthony Miles-Prouten	39 Bidborough Ridge, Bidborough, TN4 0UU

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 17th 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 29th July 2015 and registered as a charity on 16th 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 after which they must be re-elected for a second or third term.

All Trustees give their time voluntarily and receive 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.

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 led by Kevin Campbell (Communications, Marketing and Publicity) - Kevin is paid for four days a month.

Risk management

Trustees maintain a risk register which identifies 11 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 objectives. 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

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.

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

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

Commission on public benefit)

Ethos: We are passionate and committed 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 workbook 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 session of the course
- Access to training and support online;
- 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 works 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;
- policy programme related investment;
- contribution made by volunteers.

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 Trustees are grateful. While reasonable expenses of travel to speaking engagements are met, no payment is made for time spent.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

As during 2020/2021, the impact of COVID-19 meant the charity in 2022 had to continue the change in its approach from running "in person courses" to offering an online course, as well as cancelling any planned conferences. The charity developed and ran two national online courses 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, especially in South Africa.

In the Autumn of 2021, a new board of Trustees was put in place with the number of Trustees being increased from three to six, each new Trustee bringing a fresh set of specialised gifts to the challenges ahead.

Throughout 2022 the charity came up with a fresh strategy now that COVID-19 no longer appeared to be influencing face-to-face meetings quite as much and the biggest changes were in three main areas:

First, our main role is to train and empower churches or Christian groups to run face-to-face meetings within their area. To this end *The Recovery Course* Charity will continue to run online courses for those struggling with addictions who don't have a course near them and individual churches will be part of the online course in order to be trained up in running effective face-to-face courses for themselves, thereby increasing the number of local courses available throughout 2023.

Second, the Charity has developed links with another nationwide organisation, *Alpha in Prisons*, with a view to training up teams to take the course into prisons where 70-80% of those in prison have addiction issues. It was hoped to start in 2022, but all UK prisons remained in COVID-19 lockdown for much of the first half of 2022. *Alpha in Prisons* has access to the majority of the 117 prisons in

Section D

Achievements and performance

England and Wales so there is a huge amount of potential in this area. The first course was due to start at HMP Pentonville, at the prison's invitation, in early 2023, but this was then postponed until the Autumn of 2023, at HMP Pentonville's request, due to shortage of staff at the prison. They have requested that The Recovery Course delivers a modified programme that will help those who are about to be released from relapsing and thereby offending again.

Third, *The Recovery Course* has been expanding in other countries. In South Africa it runs in churches, rehabs and townships and plans are being explored to run it in secondary schools. To this end a new Manual, especially focused on those aged 12-18, is to be developed in 2023.

The course continues to run in Australia and there are plans in the USA to run the course in a number of US prisons. We have been approached by two prisons and, as with the UK, it will have teams provided by *Alpha in Prisons USA*, but trained by *The Recovery Course*. *Alpha in Prisons* has access to the majority of the 151,000 prisoners in 122 Federal institutions. As of the end of 2022 progress in this area has been slow due to lack of resources at The Recovery Course combined with the increased interest from churches in the UK that require training and have priority.

To this end, the Trustees are aware of the importance of liaising with a Christian Fundraiser, employed for a limited period, in 2023.

To date, *The Recovery Course* remains a volunteer organisation so as to keep its operating costs to a minimum.

Section E

Financial review

Brief statement of the charity's policy on reserves

In summary, the charity received £6,812 (2021 £41,378) in unrestricted income and spent £11,964 (2021 £27,899). The balance of unrestricted funds at 31st December 2022 was £16,058 (2021 £21,210).

In order to continue and expand the work of the charity, the Trustees will seek further gifts and donations through the services of a professional fund-raiser. In light of the monthly consultancy fees of the Head of the Operational Team the Trustees have identified four months operating costs, £4,500 as the 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

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.

(including any fundraising);

- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In light of the reduction in donations during the year, the decision was made to engage the services of a professional christian fundraiser with effect from January 2023.

Section F

Other optional information

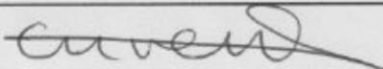
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Section G

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)	Gavin Wells	
Position (eg Secretary, Chair, etc)	Secretary / Treasurer	
Date	22 October 2023	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
The Recovery Course

No (if any)
1170792

Receipts and payments accounts

CC16a

For the period
from

Period start date
1-Jan-22

To

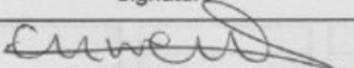
Period end date
31-Dec-22

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 £	Last year to the nearest £
A1 Receipts					
Grants, gifts and donations	1,424	-	-	1,424	21,200
The Recovery Conference	-	-	-	-	-
Bank interest	100	-	-	100	-
Recovery Course Tyne Valley	288	-	-	288	-
TW Crisis Recovery	5,000	-	-	5,000	-
Good News Evangelic	-	-	-	-	3,000
Baptist Insurance	-	-	-	-	4,000
Compact BL	-	-	-	-	10,000
Co-op	-	-	-	-	3,178
Sub total (Gross income for AR)	6,812	-	-	6,812	41,378
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	6,812	-	-	6,812	41,378
A3 Payments					
Faithworks Wessex - seconded staff	-	-	-	-	-
The Recovery Conference	-	-	-	-	-
Speaking and engagements	-	-	-	-	-
Course costs	542	-	-	542	-
Publicity and marketing support	10,800	-	-	10,800	11,550
Publicity and Marketing materials	493	-	-	493	615
Fundraising	-	-	-	-	6,000
DBS checks	129	-	-	129	129
Trustee expenses	-	-	-	-	36
Bank charges	-	-	-	-	-
Just Giving Fees	-	-	-	-	36
Postage	-	-	-	-	23
Star Recovery	-	-	-	-	9,510
Sub total	11,964	-	-	11,964	27,899
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	11,964	-	-	11,964	27,899
Net of receipts/(payments)	- 5,152	-	-	- 5,152	13,479
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	21,210	-	-	21,210	7,731
Cash funds this year end	16,058	-	-	16,058	21,210

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Natwest Current a/c	16,058	-	-
	Natwest Investment a/c	-	-	-
		-	-	-
	Total cash funds	16,058	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Mr Gavin Wells	30th June 2023

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name

The Recovery Course

On accounts for the year ended

31st December 2022

Charity no
(if any)

1170792

Set out on pages

1 only

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 Dec 2022.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below *~~) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

* Please delete the words in the brackets if they do not apply.

Signed:

A.P. Miles

Date:

25/9/2023

Name:

ANTHONY PETER MILES-PROUTEN

Relevant professional qualification(s) or body

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