

# OLIVE BRANCH COUNSELLING

England & Wales · Charity number 1185613

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2019-10-03

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Top Floor  
Saxon Court  
21 Gladstone Road  
Chippenham  
SN15 3BW

**Phone** 01249443810

**Email** [Finance@olivebranchcounselling.co.uk](mailto:Finance@olivebranchcounselling.co.uk)

**Website** <https://olivebranchcounselling.org.uk/>

## Activities

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**Objects:** TO PROMOTE AND PROTECT MENTAL HEALTH BY THE PROVISION OF A SECURE AND CONFIDENTIAL COUNSELLING, LISTENING, EDUCATIONAL AND SUPPORTIVE SERVICE TO ADULTS BY PROFESSIONALLY TRAINED AND SUPERVISED VOLUNTEER COUNSELLORS AIMED AT RESTORING OR IMPROVING PSYCHOLOGICAL, EMOTIONAL, MENTAL AND SPIRITUAL WELLBEING

**Activities:** To offer safe, professional and affordable counselling for the people of Wiltshire. To serve our local community by helping our clients to take greater control of their lives with a view to increased fulfilment, functioning and empowerment.

## Classification

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- **How:** Provides Services
- **What:** Disability
- **Who:** The General Public/mankind

## Geography

- Wiltshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£134,968	£82,537	-	-
2023-09-30	£31,229	£56,045	-	-
2022-09-30	£40,527	£50,942	-	-
2021-09-30	£49,980	£48,781	-	-
2020-09-30	£58,375	£42,382	-	-

## Trustees

Name	Role	Appointed
EDWARD KERR		2022-12-01
Imelda Akole Barnes		2025-11-13
Julie Gingell		2025-10-27
Peter John Hutton		2025-11-13
Thomas Micheal Wethers		2019-11-19

**OLIVE BRANCH COUNSELLING**

England & Wales - Charity number 1185613

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# Accounts

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## Trustees' Annual Report for the period

**From: 1<sup>st</sup> Oct 23** Period start date

**To: 30th Sept 24** Period end date

**Charity name: Olive Branch Counselling**

**Charity registration number: 1185613**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To offer safe, professional and affordable counselling for the people of Wiltshire
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Activities to include serving the local community by helping our clients take greater control of their lives with a view to increased fulfilment , functioning & empowerment.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees are all fully cognisant of guidance issued by the Charity Commission with regards to the public benefits the charity should offer.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity continues to deal with a number of challenges in this financial year particularly around a shortage of volunteer counsellors and the increase in demand from clients with limited resources. Our sustainability has been achieved via great effort from all our counsellors and clients and a Manager who is unpaid. We have significantly increased the number of counsellors this year and now have around 80 ( part time ) . Each counsellor is seeing around 3 clients a week on average.</p> <p>We believe in full equality and diversity to support society as a whole.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity closing bank balance was £79.4k with a net YoY income of £52.4k predominantly sourced via grants & donations – YoY movement was significant with a reduction of admin / management from paid to unpaid.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	No specific reserves are held – all income used to settle employees , overheads and supervision costs
Amount of reserves held	Para 1.22	None specific other than cash balance
Reasons for holding zero reserves	Para 1.22	See above
Details of fund materially in deficit	Para 1.24	Not applicable – positive cash position
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None – expectation is continue as going concern

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution document
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees consist of three – integrally associated with the charity and its operation and strategic goals.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Olive Branch Counselling
Other name the charity uses	None
Registered charity number	1185613
Charity's principal address	Top Floor Saxon Court 21 Gladstone Road Chippenham Wiltshire SN15 3BW



**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Paul Austin	Trustee ( chair )	14/07/20	
2	Thomas Wethers	Trustee	19/11/19	
3	Edward Kerr	Trustee	01/12/22	
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>	<b>None</b>	

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
	None	

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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**Other optional information**

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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Paul Austin ( Covid 19 )	
<b>Full name(s)</b>	Paul Charles Austin	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	
<b>Date</b>	23/06/25	

Sum of Transaction		2024												2024 Total
Income / Expenditure	Description	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	
Expenditure	Accountants Fee									(384)				(384)
	Admin - EL												(577)	(577)
	Admin - FM										(225)	(90)		(315)
	Admin - MM								(300)	(1,200)	(1,500)	(360)		(3,360)
	Admin - VF										(78)	(394)		(471)
	Advertising Costs													
	Cleaning	(120)								(120)	(330)	(300)	(15)	(885)
	Contra		0											0
	Counsellor Gifts								(70)				(50)	(119)
	Counsellor Meal				(106)									(106)
	Counsellor Meeting						(12)							(12)
	DBS Costs	133	(166)	(216)			(12)							(262)
	Employee Gifts													
	Fire Alarm Service													
	HMRC - Tax/NI													
	ICO Registration								(40)					(40)
	Insurance - ELI													
	Landlords Ins									(340)				(340)
	Membership ACC													
	Membership BACP													
	Office Equipment		(13)	(680)										(694)
	Pension Costs													
	Power	(67)		(165)	(95)		(178)	(99)	(94)	(74)	(85)	(101)	(88)	(1,046)
	Premises Cost		(20)		(136)	(31)	(335)	(456)	(416)	(106)	(184)	(785)	(13,016)	(15,484)
	Rates	(97)	(97)	(97)	(97)	(97)	(97)	(106)	(103)	(103)	(103)	(103)	(103)	(1,203)
	Recruitment Costs													
	Rent	(1,266)	(1,266)	(1,266)	(1,266)	(1,266)	(1,266)	(1,266)	(1,266)	(1,266)	(1,266)	(1,266)	(1,266)	(15,192)
	Room Hire Costs													
	Salary - AW													
	Salary - CM													
	Salary - DS													
	Salary - SF													
	Saxon ( Duplication ?? )													
	Saxon Care								(5,346)					(5,346)
	Software Costs	(170)	(87)	(16)	(20)				(127)	(16)	(295)	(16)		(746)
	Stationary	(290)	(604)	(137)		(95)		(139)		(1,545)	(170)	(441)	(1,358)	(4,779)
	Subscription - NCPS												(100)	(100)
	Supervision Costs	(60)	(45)	(45)	(45)		(45)	(45)	(1,865)	(45)	(45)	(45)	(45)	(2,330)
	Supervisor Costs	(1,888)	(1,560)	(1,893)	(255)	(2,073)	(2,133)	(2,823)	(490)	(3,743)	(3,339)	(3,453)	(2,588)	(26,234)
	SW Hygiene													
	Telephone	(40)	(40)	(43)	(34)	(52)	(55)	(36)	(88)	(47)	(41)	(616)	(51)	(1,142)
	Training Costs													
	Travel Expenses													
	Trustee Insurance											(702)		(702)
	Trustee Meeting				(112)							(102)	(42)	(256)
	Water													
	Website Costs													
	Xmas Gifts		(387)	(37)										(424)
	Xmas Party													
Expenditure Total		(3,865)	(4,285)	(4,707)	(2,054)	(3,613)	(4,120)	(4,970)	(9,905)	(8,088)	(6,762)	(10,011)	(20,159)	(82,537)
Income	Amazon Income													
	Chippenham Marathon													
	Client Income	6,582	5,310	3,743	6,917	6,237	6,384	7,197	6,916	6,702	8,092	5,659	5,774	75,514
	Deposit Interest													
	Donation - AF													
	Donation - BP													
	Donation - CAF			200										200
	Donation - CC													
	Donation - Chippenham Borough Lands			195								10,000		10,195
	Donation - Chippenham Lands													
	Donation - Chippenham Lions													
	Donation - Chippenham Town Council											881		881
	Donation - CR	25	25	25	25	25	25	25	25	25	25	25		275
	Donation - Crowdfunder					371								371
	Donation - CW													
	Donation - Holman Fleet				1,542									1,542
	Donation - Kauri Centre													
	Donation - KG													
	Donation - Lower Green													
	Donation - McManus													
	Donation - Misc	25		25	130				70			2	10	262
	Donation - North Wilts Meth													
	Donation - NT Fundraiser			300										300
	Donation - Purposes Trust													
	Donation - SB													
	Donation - SH													
	Donation - Sheldon Meth													
	Donation - St Marys Church											150		150
	Donation - St Pauts 2018													
	Donation - St Pauts 2019													
	Donation - St Pauts 2022													
	Donation - St Peters													
	Donation - Tithes Trust							90						90
	Donation - TW/CW	30	30	30	530	30	30	30	30	30	30	30	30	860
	Donation - Zurich CT													
	Gift Aid Income							12,174						12,174
	Golf Day													
	Grant - Clothworkers									5,500				5,500
	Grant - Corsham TC													
	Grant - Main Grant							9,970						9,970
	Grant - Wiltshire CF									5,000				5,000
	Room Hire Income	257	257	271	250	264	56	35	42	56	42	21	63	1,614
	Stripe Income													
	Supervision Income	613	533	368	1,128	1,018	798	858	998	988	978	868	928	10,070
	Training Income													
	Waitrose Tokens													
Income Total		7,532	6,850	6,003	9,351	7,574	7,292	18,205	20,255	18,301	9,317	17,485	6,805	134,968
Grand Total		3,667	2,565	1,296	7,297	3,961	3,173	13,235	10,350	10,213	2,554	7,474	(13,354)	52,430

Op Balance	26,941
Expenditure	(82,537)
Income	134,968
Cl Balance	79,371
Check	0



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

OLIVE BRANCH COUNSELLING

On accounts for the year ended

30th SEPTEMBER 2024

Charity no (if any)

1185613

Set out on pages

(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 30/09/2024

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:

Watchman

Date:

17/6/25

Name:

CHRISTOPHER DAVID WATCHMAN

Relevant professional qualification(s) or body

CHARTERED CERTIFIED ACCOUNTANT (F.C.C.A.)

(if any):

Address:

	<b>WATCHMAN ACCOUNTANTS LIMITED</b>	
	48 The Causeway, Chippenham	
	Wiltshire SN15 3DD	
	Company No: 13800518	
	Email: chris@watchmanaccountants.com	
	Tel: 01249 658059	

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

**OLIVE BRANCH COUNSELLING**

England & Wales - Charity number 1185613

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# Accounts

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## Trustees' Annual Report for the period

**From: 1<sup>st</sup> Oct 22** Period start date      **To: 30th Sept 23** Period end date

**Charity name: Olive Branch Counselling**

**Charity registration number: 1185613**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To offer safe, professional and affordable counselling for the people of Wiltshire
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Activities to include serving the local community by helping our clients take greater control of their lives with a view to increased fulfilment , functioning & empowerment.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees are all fully cognisant of guidance issued by the Charity Commission with regards to the public benefits the charity should offer.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity has had to deal with a number of challenges in this financial year particularly around a shortage of volunteer counsellors and the increase in demand from clients with limited resources. Our sustainability has been achieved via great effort from all our counsellors and clients.</p> <p>We have significantly increased the number of counsellors this year and now have around 60 ( part time ) . Each counsellor is seeing around 3 clients a week on average.</p> <p>We believe in full equality and diversity to support society as a whole.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity closing bank balance was £26.9k with a net YoY expense of £24.8k predominantly sourced via grants & donations – YoY movement was significant with an increase in staff headcount reviewed in FY 23/24.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	No specific reserves are held – all income used to settle employees , overheads and supervision costs
Amount of reserves held	Para 1.22	None specific other than cash balance
Reasons for holding zero reserves	Para 1.22	See above
Details of fund materially in deficit	Para 1.24	Not applicable – positive cash position
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None – expectation is continue as going concern

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution document
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees consist of four – integrally associated with the charity and its operation and strategic goals.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Olive Branch Counselling
Other name the charity uses	None
Registered charity number	1185613
Charity's principal address	Top Floor Saxon Court 21 Gladstone Road Chippenham Wiltshire SN15 3BW



**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Paul Austin	Trustee ( chair )	14/07/20	
2	Thomas Wethers	Trustee	19/11/19	
3	Edward Kerr	Trustee	01/12/22	
4	Claire Stringer	Trustee	01/03/23	
5				
6				
7				
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10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>	<b>None</b>	

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
	None	

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

--

**Other optional information**

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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Paul Austin ( Covid 19 )	
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<b>Full name(s)</b>	Paul Charles Austin	
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<b>Position (eg Secretary, Chair, etc)</b>	Trustee	
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<b>Date</b>	20/06/24
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Sum of Transaction		Year		Period													2023 Total	2024	
Income / Expenditure	Description	2020	2021	2022	2023														
					Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23			
Expenditure	Accountants Fee	(240)	(240)	(240)											(600)		(600)		
	Advertising Costs						(285)										(285)		
	Cleaning		(1,080)	(2,000)	(200)	(160)	(200)	(160)	(96)		(126)	(114)	(192)		(228)		(1,476)	(120)	
	Contra			0														0	
	Counsellor Meal			(163)															
	Counsellor Meeting																	(106)	
	DBS Costs	(390)	(104)	0	(10)	0		49	(50)					(258)	(70)	(213)	(551)	(262)	
	Employee Gifts	(30)	(83)	(217)					(100)				(150)				(250)		
	Fire Alarm Service	(229)																	
	HMRC - Tax/NI	(586)	(1,474)	(1,885)	(286)	(159)	(159)	(386)	(772)		(386)		(386)	(419)			(2,952)		
	ICO Registration			(40)										(40)			(40)		
	Insurance - ELI	(283)	(290)	(16)											(658)		(658)		
	Landlords Ins	(254)	(170)	(246)									(307)				(307)		
	Membership ACC	(140)		(285)															
	Membership BACP		(240)	(240)															
	Office Equipment	(223)	(30)												(160)		(160)	(694)	
	Pension Costs	(637)	(67)																
	Power	(641)	(413)	(352)	(46)	(14)	(32)	(48)	(82)	(59)	(3)	(69)	(57)	(60)	(63)	(53)	(588)	(504)	
	Premises Cost	(1,522)	(492)	(518)	(25)		(25)	(15)	(38)			(44)	(110)	(55)	(132)	(120)	(564)	(521)	
	Rates	(1,089)	(1,101)	(1,101)	(92)	(92)	(92)	(92)	(92)	(92)	(92)	(93)	(97)	(97)	(97)	(97)	(1,130)	(582)	
	Recruitment Costs				(15)	(55)												(70)	
	Rent	(15,192)	(15,192)	(15,192)	(1,266)	(1,266)	(1,266)	(1,266)	(1,266)	(1,266)	(1,266)	(1,266)	(1,266)	(1,266)	(1,266)	(1,266)	(15,192)	(7,596)	
	Room Hire Costs	(14)																	
	Salary - AW	(10,316)	(1,116)																
	Salary - CM		(9,737)	(13,767)	(1,361)	(1,361)	(851)	(1,109)	(1,109)	(1,109)	(1,109)	(1,109)	(1,109)				(10,227)		
	Salary - DS				(650)	(650)	(650)	(650)	(650)	(650)	(650)	(650)					(3,250)		
	Salary - SF	(2,502)	(3,640)	(4,767)	(520)	(520)	(520)	(780)	(780)	(780)	(780)	(780)	(780)	(2,130)			(8,370)		
	Saxon ( Duplication ?? )	0																	
	Software Costs	(118)	(1,276)	(2,236)	(349)	(162)	(148)	(530)	(162)	(166)	(163)	(163)	(26)	(334)	(173)	(173)	(2,549)	(348)	
	Stationary	(259)	(47)	(176)			(111)	(105)						(184)	(121)	(90)	(611)	(127)	
	Subscription NCPS															(100)	(100)	(420)	
	Supervision Costs	(894)	(1,190)	(120)	(20)	(20)				(165)	(185)	(150)	(90)	(60)	(310)	(60)	(1,060)	(1,427)	
	Supervisor Costs	(4,287)	(5,267)	(5,154)	(660)	(285)	(305)	(125)	(350)	(210)		(205)	(250)	(220)	(185)	(365)	(3,160)	(9,565)	
	SW Hygiene	(59)																	
	Telephone	(531)	(318)	(364)	(28)	(27)	(27)	(20)	(29)	(29)	(34)	(33)	(34)	(39)	(33)	(39)	(374)	(263)	
	Training Costs	(980)	(500)	(440)															
	Travel Expenses						(160)				(380)			(200)			(740)		
	Trustee Insurance	(504)	(504)	(770)															
	Trustee Meeting																	(112)	
	Water	(289)																	
	Website Costs	(173)		(173)															
	Xmas Gifts			(480)				(420)									(420)	(424)	
	Xmas Party					(300)		(63)									(363)		
Expenditure Total		(42,382)	(44,571)	(50,942)	(4,878)	(4,421)	(4,070)	(5,726)	(5,681)	(4,526)	(5,175)	(4,680)	(4,894)	(5,321)	(4,095)	(2,577)	(56,045)	(22,643)	
Income	Amazon Income	7	13	11							5	13						18	
	Client Income	17,788	24,903	21,799	2,119	2,558	1,360	2,298	1,640	1,930	1,205	1,693	2,075	1,564	2,358	3,828	24,627	34,984	
	Deposit Interest	16																	
	Donation - AF	5,325	185	275	25	25	25		25	25	25	25	25	25			225		
	Donation - BP	40																	
	Donation - CAF		11,088															200	
	Donation - CC		40																
	Donation - Chippenham Borough Lands																	195	
	Donation - Chippenham Lands	1,220																	
	Donation - Chippenham Lions	500									375					350	725		
	Donation - CR	51	300	300	25	25	25	25	25	25	25	25	25	25	25	25	300	150	
	Donation - Crowdfunder																	371	
	Donation - CW	5,070																	
	Donation - Holman Fleet																	1,542	
	Donation - Kauri Centre	4,500																	
	Donation - KG	400	400	300															
	Donation - Lower Green									180							180		
	Donation - McManus	100																	
	Donation - Misc	200																180	
	Donation - North Wilts Meth	2,000																	
	Donation - NT Fundraiser																	300	
	Donation - Purposes Trust	3,000	3,000	3,000															
	Donation - SB		360																
	Donation - SH	170																	
	Donation - Sheldon Meth	250																	
	Donation - St Pauls 2018	242																	
	Donation - St Pauls 2019	262																	
	Donation - St Pauls 2022									217							217		
	Donation - St Peters	80																	
	Donation - Tithe Trust		226	290															
	Donation - TW/CW	360	360	360	30		30	30	30	30	30	30	30	30	30	30	330	680	
	Donation - Zurich CT	3,000																	
	Gift Aid Income	7,258	7,532	6,713															
	Golf Day			7,500															
	Grant - Corsham TC	500																	
	Grant - Wiltshire CF	1,512																	
	Misc Income						60						30			1	91		
	Room Hire Income	3,348	1,350	1,233					215	215	215	215	236	243	236	243	1,818	1,355	
	Stripe Income	509	731	477	52	82	10	49	165	15							373		
	Supervision Income	10	595	1,270		60	120	120	135	255	298	168	328	188	298	358	2,325	4,645	
	Training Income	494																	
	Waitrose Tokens	163																	
Income Total		58,375	51,083	43,527	2,251	2,750	1,570	2,581	2,235	2,892	2,178	2,168	2,748	2,075	2,946	4,834	31,229	44,602	
Grand Total		15,993	6,512	(7,414)	(2,627)	(1,671)	(2,500)	(3,145)	(3,446)	(1,634)	(2,997)	(2,512)	(2,146)	(3,246)	(1,149)	2,258	(24,815)	21,959	

Op Balance 01/10/22 51,756  
Income 31,229  
Expenditure (56,045)  
Cl Balance 30/09/23 26,941



Section A

Independent Examiner's Report

Report to the trustees

Charity name  
OLIVE BRANCH COUNSELLING

On accounts for the year ended

30th SEPTEMBER 2023

Charity no  
(if any)

1185613

Set out on pages

(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 30/09/2023.

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:

Christopher David Watchman

Date:

14/06/2024

Name:

CHRISTOPHER DAVID WATCHMAN

Relevant professional qualification(s) or body

F.C.C.A.

**OLIVE BRANCH COUNSELLING**

England & Wales - Charity number 1185613

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# Accounts

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**Trustees' Annual Report for the period**

**From: 1<sup>st</sup> Oct 21 Period start date To: 30th Sept 22 Period end date**

**Charity name: Olive Branch Counselling**

**Charity registration number: 1185613**

**Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To offer safe, professional and affordable counselling for the people of Wiltshire
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Activities to include serving the local community by helping our clients take greater control of their lives with a view to increased fulfilment , functioning & empowerment.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees are all fully cognisant of guidance issued by the Charity Commission with regards to the public benefits the charity should offer.

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity has had to deal with a number of challenges in this financial year particularly around a shortage of volunteer counsellors and the increase in demand from clients with limited resources. Our sustainability has been achieved via great effort from all our counsellors and clients.</p> <p>We continue to progress with around 20 counsellors seeing on average 3 clients a week.</p> <p>We believe in full equality and diversity to support society as a whole.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity closing bank balance was £51.8k with a net YoY expense of £3.3k predominantly sourced via grants.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	No specific reserves are held – all income used to settle employees , overheads and supervision costs
Amount of reserves held	Para 1.22	None specific other than cash balance
Reasons for holding zero reserves	Para 1.22	See above
Details of fund materially in deficit	Para 1.24	Not applicable – positive cash position
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None – expectation is continue as going concern

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution document
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees consist of three – integrally associated with the charity and its operation and strategic goals.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Olive Branch Counselling
Other name the charity uses	None
Registered charity number	1185613
Charity's principal address	Top Floor Saxon Court 21 Gladstone Road Chippenham Wiltshire SN15 3BW



**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Paul Austin	Trustee ( chair )	14/07/20	
2	Thomas Wethers	Trustee	19/11/19	
3	Peter Sims	Trustee	19/11/19	
4				
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20				

**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>	<b>None</b>	

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
	None	

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

--

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

--

**Other optional information**

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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Paul Austin ( Covid 19 )	
<b>Full name(s)</b>	Paul Charles Austin	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	
<b>Date</b>	07/07/23	



Section A Independent Examiner's Report

Report to the trustees

Charity name: OLIVE BRANCH COUNSELLING

On accounts for the year ended

30th SEPTEMBER, 2022

Charity no (if any)

1185613

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2022.

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: Christopher David Watchman

Date: 20/07/23

Name: CHRISTOPHER DAVID WATCHMAN

Relevant professional qualification(s) or body: CHARTERED CERTIFIED ACCOUNTANT (ICAEW)



**Olive Branch Counselling**  
**Full Year Statement - 1st October 2021 - 30 September 2022**  
**General Account**

	<b>21/22</b>		<b>21/22</b>
<b>Income</b>	<b>£</b>	<b>Expenditure</b>	<b>£</b>
Hire of Premises	1,233.00	Administrator Wages	4,766.92
Client Donations	21,798.50	Counselling Manager Wages	13,767.14
Other Donations	9,025.00	Co-ordinator Wages	0.00
Registration & Assessments	1,747.00	Income Tax / HMRC	1,885.29
Tax Reclaimed	6,713.15	Employer Pension Contribution	0.00
Grants	0.00	Supervision Costs	5,273.50
Misc	10.82	Staff & Counsellors Expenses	860.78
Interest	0.00	Training	440.00
Courses	0.00	Insurance	1,032.17
		CRB & Affiliation	565.00
		Administration Costs	240.00
		Equipment Costs	0.00
		Software Costs	2,408.36
		Property	19,702.69
		Misc	0.00
Total Income	<u>40,527.47</u>	Total Expenditure	<u>50,941.85</u>
	<i>Check</i>		<i>0.00 Check</i>
Total Income	40,527.47		
Less - Total Expenditure	<u>50,941.85</u>		
Surplus ( Deficit )	<u>(10,414.38)</u>		
Opening Balance	55,011.26		
Surplus ( Deficit )	<u>(10,414.38)</u>		
Closing Balance	<u>44,596.88</u> <i>Check</i>		<i>0.00</i>

**OLIVE BRANCH COUNSELLING**

England & Wales - Charity number 1185613

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# Accounts

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## Trustees' Annual Report for the period

**From: 1<sup>st</sup> Oct 20** Period start date      **To: 30th Sept 21** Period end date

**Charity name: Olive Branch Counselling**

**Charity registration number: 1185613**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To offer safe, professional and affordable counselling for the people of Wiltshire
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Activities to include serving the local community by helping our clients take greater control of their lives with a view to increased fulfilment , functioning & empowerment.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees are all fully cognisant of guidance issued by the Charity Commission with regards to the public benefits the charity should offer.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity has had to adapt with the impact of COVID 19 from a traditional face 2 face organisation to a more flexible approach to counselling – this has led to cultural difficulties with our clients not only having to manage the virus which we know is closely linked to increases in Mental Health support requirements.</p> <p>Our sustainability has been achieved via great effort from all our counsellors and clients.</p> <p>We continue to progress with around 25 counsellors seeing on average 3 clients at a time.</p> <p>We believe in full equality and diversity to support society as a whole.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity closing bank balance was £53.4k with a net YoY income of £1.2k predominantly sourced via grants.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	No specific reserves are held – all income used to settle employees , overheads and supervision costs
Amount of reserves held	Para 1.22	None specific other than cash balance
Reasons for holding zero reserves	Para 1.22	See above
Details of fund materially in deficit	Para 1.24	Not applicable – positive cash position
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None – expectation is continue as going concern

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution document
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees consist of four – integrally associated with the charity and its operation and strategic goals.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Olive Branch Counselling
Other name the charity uses	None
Registered charity number	1185613
Charity's principal address	Top Floor Saxon Court 21 Gladstone Road Chippenham Wiltshire SN15 3BW



**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Paul Austin	Trustee ( chair )	14/07/20	
2	Thomas Wethers	Trustee	19/11/19	
3	Margaret Russell	Trustee	19/11/19	
4	Peter Sims	Trustee	19/11/19	
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**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>	<b>None</b>	

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
	None	

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

--

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

--

**Other optional information**

--

## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Paul Austin ( Covid 19 )	
<b>Full name(s)</b>	Paul Charles Austin	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	
<b>Date</b>	07/07/22	

Olive Branch Counselling

Full Year Statement - 1st October 2020 - 30 September 2021

General Account

	18/19	19/20	20/21		18/19	19/20	20/21	Bank/Deposit Accounts				
Income	£	£	£	Expenditure	£	£	£		Current Account	Deposit Account	Business Account	Total Funds
Hire of Premises	620.00	3,348.00	1,627.00	Administrator Wages	2,178.35	2,502.28	3,952.76	<b>Opening Balance</b>	<b>52,632.97</b>	<b>0.00</b>	<b>0.00</b>	<b>52,632.97</b>
Client Donations	12,076.47	17,787.95	23,623.58	Counselling Manager Wages	6,644.68	10,316.00	13,133.60	Credits	49,980.02	0.00	0.00	49,980.02
Other Donations	23,516.02	26,770.00	12,766.25	Co-ordinator Wages	1,261.40	0.00	0.00	Debits	(48,781.47)	0.00	0.00	(48,781.47)
Registration & Assessments	0.00	1,013.14	0.00	Income Tax / HMRC	911.96	586.28	1,784.01	Transfers In	0.00	0.00	0.00	0.00
Tax Reclaimed	0.00	7,257.66	7,532.19	Employer Pension Contribution	68.15	636.98	0.00	Transfers Out	0.00	0.00	0.00	0.00
Grants	34,630.00	2,012.00	3,000.00	Supervision Costs	2,626.00	4,287.00	6,303.00	<b>Closing Balance</b>	<b>53,831.52</b>	<b>0.00</b>	<b>0.00</b>	<b>53,831.52</b>
Misc	206.36	170.47	1,431.00	Staff & Counsellors Expenses	143.40	894.39	58.10					
Interest	2.76	15.84	0.00	Training	128.66	980.00	500.00					
Courses	505.00	0.00	0.00	Insurance	636.92	1,040.81	964.55					
				CRB & Affiliation	129.00	530.00	484.00					
				Administration Costs	1,364.22	862.10	389.30					
				Equipment Costs	3,146.47	223.43	29.62					
				Software Costs	0.00	0.00	2,044.73					
				Property	33,132.71	19,492.80	19,137.80					
				Misc	2,487.31	30.00	0.00					
<b>Total Income</b>	<b>71,556.61</b>	<b>58,375.06</b>	<b>49,980.02</b>	<b>Total Expenditure</b>	<b>54,859.23</b>	<b>42,382.07</b>	<b>48,781.47</b>					
		0.00	0.00	<i>Check</i>		0.00	0.00					
<b>Total Income</b>		<b>58,375.06</b>	<b>49,980.02</b>									
Less - Total Expenditure		<u>42,382.07</u>	<u>48,781.47</u>									
Surplus ( Deficit )		<u>15,992.99</u>	<u>1,198.55</u>									
Opening Balance		36,639.98	52,632.97									
Surplus ( Deficit )		<u>15,992.99</u>	<u>1,198.55</u>									
Closing Balance		<u>52,632.97</u>	<u>53,831.52</u>	<i>Check</i>	0.00							



**OLIVE BRANCH COUNSELLING**

England & Wales - Charity number 1185613

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# Accounts

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## Trustees' Annual Report for the period

**From: 1<sup>st</sup> Oct 19 Period start date**

**To: 30th Sept 20 Period end date**

**Charity name: Olive Branch Counselling**

**Charity registration number: 1185613**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To offer safe, professional and affordable counselling for the people of Wiltshire
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Activities to include serving the local community by helping our clients take greater control of their lives with a view to increased fulfilment , functioning & empowerment.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees are all fully cognisant of guidance issued by the Charity Commission with regards to the public benefits the charity should offer.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity has had to adapt with the onset of COVID 19 from a traditional face 2 face organisation to a more flexible approach to counselling – this has led to cultural difficulties with our clients not only having to manage the virus which we know is closely linked to increases in Mental Health support requirements.</p> <p>Our sustainability has been achieved via great effort from all our counsellors and clients.</p> <p>We continue to progress with around 25 counsellors seeing on average 3 clients at a time.</p> <p>We believe in full equality and diversity to support society as a whole.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity closing bank balance was £52.5k with a net YoY income of £16.0k predominantly sourced via grants.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	No specific reserves are held – all income used to settle employees , overheads and supervision costs
Amount of reserves held	Para 1.22	None specific other than cash balance
Reasons for holding zero reserves	Para 1.22	See above
Details of fund materially in deficit	Para 1.24	Not applicable – positive cash position
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None – expectation is continue as going concern

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution document
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees consist of seven – integrally associated with the charity and its operation and strategic goals.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Olive Branch Counselling
Other name the charity uses	None
Registered charity number	1185613
Charity's principal address	Top Floor Saxon Court 21 Gladstone Road Chippenham Wiltshire SN15 3BW

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Paul Austin	Trustee	14/07/20	
2	Geoffrey Wheeler	Trustee ( Chair )	19/11/19	
3	Claire Cosgrove	Trustee	14/05/20	
4	Peter Sims	Trustee	19/11/19	
5	Margaret Russell	Trustee	19/11/19	
6	Sophia Austin	Trustee	01/03/20	
7	Thomas Wethers	Trustee	19/11/19	
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**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>	<b>None</b>	

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
	None	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Paul Austin ( Covid 19 )	
<b>Full name(s)</b>	Paul Charles Austin	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	
<b>Date</b>	05/07/21	

