



The Living Tree

Living well with and beyond cancer

**Trustees' Annual Report
and Statement of Financial Activity
for the period 27 February 2020 to 31 December 2020
(This is the first accounting period for this registered charity)**

Trustees

Carol Banks (from 14 April 2021)

Maria (known as Rita) Bechervaise (until 27 March 2021)

Alison Boyland (from 26 September 2020)

Peter Green

Joanna Millar

Vincent O'Farrell

Sheridan Porter (until 27 March 2021)

Diane Stanley (from 27 January 2021)

Mechtild Testroet

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1 Reference and administration details

1.1 Charity Name and Registration

The name of the Charity is The Living Tree.

The Living Tree is a Charitable Incorporated Organisation registered with the Charity Commission on 27 February 2020 with registration no. 1188213.

The Living Tree is not registered with HM Revenue & Customs.

1.2 The Living Tree's Address

The Old Vicarage, Higher Street, Bradpole, BRIDPORT, Dorset. DT6 3JA

Email address: thelivingtreedorset@gmail.com

Website address: <https://www.thelivingtree.org.uk>

1.3 Names of the Trustees who manage the Charity

	<i>Role</i>	<i>Appointed</i>	<i>Resigned</i>
Carol Banks		14 April 2021	
Maria Bechervaise		21 February 2020	27 March 2021
Alison Boyland		26 September 2020	
Peter Green		21 February 2020	
Joanna Millar	Chair	21 February 2020	
Vincent O'Farrell	Treasurer	21 February 2020	
Sheridan Porter		21 February 2020	27 March 2021
Diane Stanley		27 January 2021	
Mechtild Testroet		21 February 2020	

1.4 Names of advisors and senior volunteers

Ruth Jenkins, Independent Inspector of accounts

Rosemary Thorpe, Secretary

Maria Newman, Outreach Stall Organiser

Elizabeth Baker, Webmaster and Newsletter Compiler

1.5 Bank

NatWest Bank, 22 East St, Bridport, Dorset. DT6 3LG

2 Structure, Governance and Management

2.1 Type of Governing Document

Charitable Incorporated Organisation: Association Model

2.2 Charitable Objects

For the public benefit, to relieve the needs of, and preserve and protect good health amongst people diagnosed with and recovering from treatment for cancer (including their family, friends and relatives who have been affected by such cancer) in Dorset, East Devon and South Somerset and the surrounding areas by providing services, activities and facilities for such persons, including but not limited to the provision of social, counselling, educational, creative, musical and recreational activities and guidance and information on the setting up and running of cancer support groups.

2.3 Trustee selection methods

There must be at least three charity trustees. The maximum number of trustees is 12.

In accordance with the Constitution, Trustees are appointed or re-appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

In appointing Trustees, due consideration is given to ensuring that the Trustees have between them the skills and experience necessary to manage the charity effectively and in accordance with charity law.

Any suitable person who enquires about becoming a Living Tree Trustee is provided with a copy of the Charity Commission CC3 document ***The essential trustee: what you need to know, what you need to do*** and ***The Living Tree Constitution***. If they still wish to be considered for appointment as a Trustee, they are invited for an informal interview with the Trustees. Prior to any appointment, the potential Trustee is requested to complete a DBS check, a Declaration of Eligibility form and a Register of Conflict of Interests for Trustees Form. Once formally appointed, the new Trustee is provided with copies of all Living Tree adopted Policies.

2.4 Creation of a List of Registered members.

In order to fulfil Charity Commission requirements to have a list of registered members, during March 2021, The Living Tree invited everyone on our mailing list to apply for registered membership and included an explanatory letter clarifying that non-registered members can still continue to benefit from Living Tree services, but only registered members may vote on any resolutions and help select Trustees. The Register now has 24 members.

3 Activities

3.1 Statutory Declaration

The Trustees confirm that they have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

4 Achievements and Performance

4.1 Outputs and Outcomes for the Charity's Beneficiaries

The Living Tree's core aim is to improve the quality of life for those who live in Bridport and the wider community who have been affected by cancer in any way. This includes the family, friends and carers of those who have a diagnosis of cancer. Our aim is to promote a sense of well-being, to help overcome fears of isolation, loneliness and for the future, to provide mutual support, to help people share their experiences, to help them achieve improved physical and mental health, to provide help and support for the bereaved. We aim to achieve this by the provision of cancer related information, and by providing opportunities to take part in various activities which will enhance the quality of their lives.

The founders of The Living Tree, Jo O'Farrell and Joanna Millar, identified an unmet need in the local community of West Dorset for a holistic cancer support group in 2012 and started The Living Tree. They were aware of the increasing body of evidence which demonstrated that focusing on survivorship helps to increase the long-term survival of those who are diagnosed with cancer.

They aimed to help people recover from the shock of a cancer diagnosis and the effects of treatment, to help them to recover their sense of autonomy and regain control over their own health outcomes.

The Living Tree also recognises the need to help *all* those affected by cancer- patients, carers, families, friends and the bereaved and welcomes all those who wish to access its services.

In order to achieve our Objects, The Living Tree holds a weekly Friday Drop-in Meeting from 2-4.30pm in Bridport, West Dorset in an easily accessible ground floor venue. It also funds and organises a variety of other activities across the week.

It provides assistance and advice every day of the year through the maintenance of a dedicated mobile phone service, an email address, "buddy" befriending system, website, newsletter and Facebook page.

The weekly Friday Drop-in sessions have regular speakers, complementary therapist sessions, creative and artistic activities and provide access to a dedicated Living Tree library with information, books and leaflets. Mindfulness sessions every two weeks alternate with yoga and relaxation sessions. Group counselling sessions have enabled participants to share their worries and to support each other.

We have formed The Therapists Partnership (LTP) with local complementary therapists whereby approved therapists provide therapies to our members funded by The Living Tree. Members can apply to receive six free sessions with a Partnership therapist of their choice. The LTP is managed by a Trustee. All the therapists hold professional qualifications, have appropriate insurance, and have a current DBS check. Evidence of all these has been checked by the Trustee responsible for administering the Partnership.

Activities prior to the Covid-19 pandemic have included a regular walking group, two separate table tennis clubs each week, and a weekly swimming club.

The Outreach Events Stall has enabled the Charity's volunteers to attend many local events. This has maintained the presence of a local cancer support group in the minds of local residents and provided opportunities to engage with the public, inform them about the Charity's work and that of other cancer charities and organisations, and offer information to those who request it.

To enable Living Tree volunteers and members to feel comfortable and able to engage with the public and new members, Macmillan Engagement Lead Tracy Street held a **Meet and Greet** Communication workshop on 13th March 2020 attended by 16 members. In order to be of help to people who can be fearful of speaking about cancer, training such as this improves the dialogue between both parties.

The reporting period covers the few weeks since registration as a charity on 27th February 2020 before the first Covid lockdown up until the end of our financial year on 31st December 2020. The above outline of how Living Tree meets its aims and objectives had to be quickly adapted in March

2020. Within weeks the Trustees made the decision to cancel all planned activities ahead of the government lockdown owing to members' particular vulnerability to Covid-19. We then faced the problem of how to keep in touch with and continue to support our members. In late March, the Trustees agreed to produce a fortnightly rather than monthly enhanced newsletter, to offer telephone support, and to post regularly on our Facebook page any latest guidance on Covid-19 and cancer related issues. We established links with Bridport Town Council and the new social prescribing team to ensure we were included in any signposting for those needing support with a cancer diagnosis.

In early May 2020, we invested in a Zoom account to allow the Charity Trustees to continue meeting though virtually, and in late May 2020, we trialled our first Zoom Drop-in Friday afternoon get-together with members – this was a success so we continued with these on a fortnightly basis with guest speakers and creative activities. Members were helped to access the service with IT assistance if required. A Zoom account enabled some activities to continue such as Mindfulness which was a great success on Zoom attracting more members than had attended in person.

Our Therapists Partnership (LTP) during lockdown was limited to those counsellors and Mindfulness practitioners who could still offer support online. Meanwhile, our Trustee responsible for the Partnership replied to counselling requests, offered email and telephone support and continued to refine the Partnership.

One Trustee, with the consent of the other Trustees, took on the role of deputy Chair in March 2020 at the point when the Chair's workload as a GP was under pressure with the impact of the pandemic. The Deputy's administrative responsibilities included sending cards to sick and bereaved members, hand delivering our newsletter to those without internet access (enabling her to have socially distanced face-to-face contact with those members), working on Living Tree policies, attending the online Carers Forum, and offering socially distanced walks (once Covid-19 restrictions were lifted) with small groups of members.

We continued to have regular contact from our Macmillan Engagement Lead by attending bi-monthly Zoom Dorset Cancer Support Groups' Networking Meetings. These enabled representatives from the various local support groups to share concerns and ideas on how we were continuing to try to reach members during lockdown. We also heard from guest speakers from Macmillan and our local cancer nurse specialists on how cancer services were responding to need.

We received a legacy from a member and will use this to support many future activities, including the development of our allotment. This was acquired from Bridport Town Council in September 2020 following Trustee discussions on how to attract new members during Covid – the idea of an outdoor space was suggested in the knowledge that engaging with nature would be beneficial for mental and physical wellbeing. A new Trustee took on the responsibility for running the allotment project and began to co-ordinate volunteers via a dedicated WhatsApp forum. The project has proved incredibly successful, both in terms of how much has been achieved in growing our own produce, as well as the emotional and social support for those taking part, at a time when many had been reluctant to emerge from the first lockdown. We have invited guest speakers to the allotment to share knowledge on the benefits of gardening and using home produce in a healthy diet.

The main centre of all Living Tree activities is usually Bridport, West Dorset, where the Drop-ins are held. All other regular activities are held either in Bridport or within a 3 mile radius, with the exception of the walking Amblers Group, out of necessity, and any planned outings and workshops, where car sharing is encouraged, to enable those who cannot drive to attend. When our indoor venues had to close during the pandemic, the outdoor allotment started as a direct response for the need for socially distanced gatherings to go ahead proved very popular. The allotment is in Bridport and is on a level site with parking nearby.

The Zoom account enabled members to access our Drop-ins and other online services from the safety of their own homes, no matter where they were in the country.

Those who benefit from The Living Tree include anybody whose life has been affected by cancer in West Dorset, East Devon and South Somerset. This includes relatives, carers, friends and the bereaved. These areas represent the geographical accessibility of our face to face services.

Those further afield and those who live in our catchment area have access to our social media Facebook page, which has over 2,000 followers.

Our newsletter has 329 subscribers, allowing both the public and professional medical staff, amongst others, to have up to date information about what we offer.

The Living Tree website also offers up to date information about the charity and general information about other cancer services.

The number of beneficiaries dropped during the pandemic, particularly during lockdown, causing the Trustees to take other measures to provide access to Living Tree services still available, by starting the allotment, by setting up a telephone “buddy” system along with purchasing of and making use of the Zoom account; these measures proved successful and enabled the momentum of the Living Tree’s aims and objectives to continue with what would otherwise have been no services for members or the wider public.

The Living Tree is able to carry out its work due to the volunteers who collectively run the group. The Trustees are volunteers, and the following responsibilities are all carried out by Living Tree volunteers:- Secretary, Outreach Stall organisation, Independent Inspector of accounts, the management of clubs and activities, Zoom hosting, and face-to-face Drop-in support.

Some speakers at Drop-ins ask for expenses, some to be paid a nominal fee and some ask for a donation to a charity of their choice.

4.2 How the public have benefitted.

The general public have benefited both in The Living Tree’s local community and nationwide.

The Living Tree has a very prominent profile in West Dorset. All our funds have been from bequests, donations or from the sale of in-house produced books and cards. Donations have been from existing and past members and local groups, such as The Round Table and Bridport Town Council.

This high profile and awareness of The Living Tree’s existence enables potential users of The Living Tree to access our services if they ever have need, because they already know we are there to help.

The existence of The Living Tree as a local support group has enabled local health services, such as the social prescribing service and the Clinical Nurse Specialists based at Dorset County Hospital and local GP’s, to refer patients, carers, relatives and the bereaved to a local support group, where they know help will be given.

The wider geographic public have benefited too from the daily postings on the Living Tree Facebook page, with general information about cancer, the latest Government Covid advice and inspirational messages of hope.

Our Trustee, Maria Bechervaise, attended a Zoom Carers Forum to speak to carers in the area and also the Dorset County Hospital Discharged Patients Talk, to offer information about the Living Tree and other support groups.

Our Outreach Stall at local events raised the profile of The Living Tree and provided information to the local community and holidaymakers, who often state they don’t have time to access advice in their home county or know *where* to access such advice.

Living Tree publicity resources, such as leaflets, are distributed via GP surgeries and local hospitals.

4.3 Contributing to activities run by other organisations

We continued to have regular contact with our Macmillan Engagement Lead and attended bi-monthly Zoom Dorset Cancer Support Groups’ Networking Meetings. These enabled representatives from the various support groups to share concerns and ideas on how we were continuing to try to reach members during lockdown.

Stepping Out Cancer Rehabilitation Community Support Group is also based in Bridport and we have continued to support this organisation by sharing information about their Scheme on our

Outreach stall, our website and newsletter, sharing the stall, with Stepping Out volunteers joining Living Tree volunteers to promote both services and holding joint fundraising activities.

We have also promoted other cancer support groups, particularly local ones with whom we have direct contact, by providing links to them on our newsletter and website and distributing their leaflets.

Macmillan produced a video in 2019 about The Living Tree and Stepping Out showing how The Living Tree and Stepping Out have improved the lives of those affected by cancer in our area, by interviewing members who attend both groups. They continue to show this video to other organisations and start up support groups as a good Model of a Cancer Support Group.

4.4 Trustee development

Trustees are encouraged to participate in development opportunities as and when appropriate.

The Living Tree is a member of The Dorset Community Action Trustees Club and has access to advice from them.

The Trustees have access to the Meet and Greet training from Macmillan; some have already attended this training and other sessions are planned for 2022.

Trustees have attended relevant webinars, such as a Nutrition Conference organised by Yes to Life.

All Trustees have been supplied with the Charity Commission's CC3 Guide, ***The essential trustee: what you need to know, what you need to do***, which, amongst other areas, advises them on how to develop their role bearing in mind their responsibilities.

The Trustees are encouraged to develop their own skills and knowledge by being actively involved in not just the day to day running of The Living Tree, but also by taking on additional responsibilities such as running the allotment project, The Therapists Partnership and arranging speakers for Zoom Drop-ins.

5 Financial Review

5.1 Details of any Funds materially in deficit

The Charity has no funds which are materially in deficit.

5.2 Policy on Reserves

The Charity's policy on reserves is to generate and maintain a balance which is sufficient to preserve the financial viability of the Charity in the event that unforeseen and/or unavoidable circumstance precipitate a short-term fall in its income.

5.3 Principal sources of funding and outgoings

Principal sources of funding:

Bequests.

One-off donations from members and supporters.

Sales of books and greetings cards produced by members of the Charity.

Local fund-raising events.

Collection boxes at local pubs, shops, events.

Principal outgoings:

Therapist fees.

Administration.

5.4 Remuneration of Trustees

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to The Living Tree.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of The Living Tree are reimbursed at cost.

5.5 Financial Status

Though modest, the Charity's current resources from unrestricted donations are more than sufficient to meet its outgoings for at least next year.

All the indications are that this will remain the case for the foreseeable future.

5.6 Statutory Statements on Liabilities

The Trustees declare that:

- ✓ The Living Tree has given no guarantees where potential liability under the guarantee is outstanding at the date of this statement.
- ✓ The Living Tree has no debt outstanding at the date of this statement which is owed by the CIO and which is secured by an express charge on any assets of the CIO.

6 Statement of Financial Activity

6.1 Receipts and Payments accounts for the period ended 31 December 2020

Receipts and payments accounts					
		Period start date	To	Period end date	
		27/02/2020		31/12/2020	

This is the first accounting period for this registered charity

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donation from previous unregistered charity	14,532	-	-	14,532	-
Grant received from Macmillan for Embrace	-	160	-	160	-
Bequests	20,019	-	-	20,019	-
Other donations	4,277	-	-	4,277	-
Sales	240	-	-	240	-
Jo's bench	-	720	-	720	-
Allotment	-	500	-	500	-
Sub total (Gross income for AR)	39,068	1,380	-	40,448	-

A2 Asset and investment sales, (see table).					
None					
Sub total	-	-	-	-	-
Total receipts	39,068	1,380	-	40,448	-

A3 Payments					
Grant made to Embrace	-	160	-	160	-
Administration	1,282	-	-	1,282	-
Insurance	295	-	-	295	-
Rent	110	-	-	110	-
AGM Expenses	235	-	-	235	-
Professional subscriptions	25	-	-	25	-
Library books	39	-	-	39	-
Speakers for weekly meetings	80	-	-	80	-
Activities (Table Tennis, Swimming)	175	-	-	175	-
Workshops	120	-	-	120	-
Therapists fees	1,410	-	-	1,410	-
Jo's bench	-	200	-	200	-
Allotment	-	245	-	245	-
Sub total	3,771	605	-	4,376	-

A4 Asset and investment purchases, (see table)								
None								
Sub total	-	-	-	-	-	-	-	-

Total payments	3,771	605	-	4,376	-
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Net of receipts/(payments)	35,297	775	-	36,072	-
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A5 Transfers between funds								
None								

A6 Cash funds last year end																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	NatWest current account	35,238	775	-
	Nationwide Treasurers Trust account	59	-	-
	Total cash funds	35,297	775	-

B2 Other monetary assets								
None								

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			
None			

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			
None			

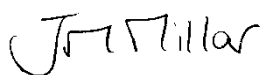
	Details		Fund to which liability relates		Amount due (optional)		When due (optional)
B5 Liabilities	Jo's bench - final £200 due on delivery		Jo's bench		200		
	Jo's bench - £480 due for engraving		Jo's bench		480		
	Garden shed - final £543 due on delivery		Allotment		543		

6.1.1 Approval of the Board of Trustees

The Trustees declare that they have approved the above Annual Report & Statement of Financial Activity.

Signed on behalf of the Trustees

Date



Joanna Millar (Chair)

27 October 2021



Vincent O'Farrell (Treasurer)

27 October 2021

6.2 Notes to the Accounts

a) Accounting Policies

The financial statements have been prepared in accordance with the Charities Act 2011 Section 133, using the Receipts and Payments basis available to small charities and the charity's own accounts spreadsheet.

b) Reimbursement of out-of-pocket expenses

Out-of-pocket expenses incurred necessarily, reasonably and incidentally in the course of the Charity's activities are reimbursed at cost.

c) Salaries & Professional Fees

No trustee receives any payments for the services they provide to the charity. In the current financial year the charity employed no staff or external contractors.

d) Fixed Assets

The Charity has not purchased or disposed of any fixed assets in the current financial year.

e) Creditors & Debtors

Cheques for goods or services purchased, or invoices for goods or services delivered, which are issued prior to the end of the financial year but not appearing in the end of financial year bank statement are reported as outstanding creditors or debtors respectively.

f) Rounding Discrepancies

All amounts are recorded to the penny, but in these accounts are shown as digitally rounded to the nearest pound. This can occasionally result in a total apparently not being the sum of its constituent amounts. All individual amounts, and their totals, are nevertheless correct.



The Living Tree

Living well with and beyond cancer

**Trustees' Annual Report
and Statement of Financial Activity
for the period 27 February 2020 to 31 December 2020
(This is the first accounting period for this registered charity)**

Trustees

Carol Banks (from 14 April 2021)

Maria (known as Rita) Bechervaise (until 27 March 2021)

Alison Boyland (from 26 September 2020)

Peter Green

Joanna Millar

Vincent O'Farrell

Sheridan Porter (until 27 March 2021)

Diane Stanley (from 27 January 2021)

Mechtild Testroet

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1 Reference and administration details

1.1 Charity Name and Registration

The name of the Charity is The Living Tree.

The Living Tree is a Charitable Incorporated Organisation registered with the Charity Commission on 27 February 2020 with registration no. 1188213.

The Living Tree is not registered with HM Revenue & Customs.

1.2 The Living Tree's Address

The Old Vicarage, Higher Street, Bradpole, BRIDPORT, Dorset. DT6 3JA

Email address: thelivingtreedorset@gmail.com

Website address: <https://www.thelivingtree.org.uk>

1.3 Names of the Trustees who manage the Charity

	<i>Role</i>	<i>Appointed</i>	<i>Resigned</i>
Carol Banks		14 April 2021	
Maria Bechervaise		21 February 2020	27 March 2021
Alison Boyland		26 September 2020	
Peter Green		21 February 2020	
Joanna Millar	Chair	21 February 2020	
Vincent O'Farrell	Treasurer	21 February 2020	
Sheridan Porter		21 February 2020	27 March 2021
Diane Stanley		27 January 2021	
Mechtild Testroet		21 February 2020	

1.4 Names of advisors and senior volunteers

Ruth Jenkins, Independent Inspector of accounts

Rosemary Thorpe, Secretary

Maria Newman, Outreach Stall Organiser

Elizabeth Baker, Webmaster and Newsletter Compiler

1.5 Bank

NatWest Bank, 22 East St, Bridport, Dorset. DT6 3LG

2 Structure, Governance and Management

2.1 Type of Governing Document

Charitable Incorporated Organisation: Association Model

2.2 Charitable Objects

For the public benefit, to relieve the needs of, and preserve and protect good health amongst people diagnosed with and recovering from treatment for cancer (including their family, friends and relatives who have been affected by such cancer) in Dorset, East Devon and South Somerset and the surrounding areas by providing services, activities and facilities for such persons, including but not limited to the provision of social, counselling, educational, creative, musical and recreational activities and guidance and information on the setting up and running of cancer support groups.

2.3 Trustee selection methods

There must be at least three charity trustees. The maximum number of trustees is 12.

In accordance with the Constitution, Trustees are appointed or re-appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

In appointing Trustees, due consideration is given to ensuring that the Trustees have between them the skills and experience necessary to manage the charity effectively and in accordance with charity law.

Any suitable person who enquires about becoming a Living Tree Trustee is provided with a copy of the Charity Commission CC3 document ***The essential trustee: what you need to know, what you need to do*** and ***The Living Tree Constitution***. If they still wish to be considered for appointment as a Trustee, they are invited for an informal interview with the Trustees. Prior to any appointment, the potential Trustee is requested to complete a DBS check, a Declaration of Eligibility form and a Register of Conflict of Interests for Trustees Form. Once formally appointed, the new Trustee is provided with copies of all Living Tree adopted Policies.

2.4 Creation of a List of Registered members.

In order to fulfil Charity Commission requirements to have a list of registered members, during March 2021, The Living Tree invited everyone on our mailing list to apply for registered membership and included an explanatory letter clarifying that non-registered members can still continue to benefit from Living Tree services, but only registered members may vote on any resolutions and help select Trustees. The Register now has 24 members.

3 Activities

3.1 Statutory Declaration

The Trustees confirm that they have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

4 Achievements and Performance

4.1 Outputs and Outcomes for the Charity's Beneficiaries

The Living Tree's core aim is to improve the quality of life for those who live in Bridport and the wider community who have been affected by cancer in any way. This includes the family, friends and carers of those who have a diagnosis of cancer. Our aim is to promote a sense of well-being, to help overcome fears of isolation, loneliness and for the future, to provide mutual support, to help people share their experiences, to help them achieve improved physical and mental health, to provide help and support for the bereaved. We aim to achieve this by the provision of cancer related information, and by providing opportunities to take part in various activities which will enhance the quality of their lives.

The founders of The Living Tree, Jo O'Farrell and Joanna Millar, identified an unmet need in the local community of West Dorset for a holistic cancer support group in 2012 and started The Living Tree. They were aware of the increasing body of evidence which demonstrated that focusing on survivorship helps to increase the long-term survival of those who are diagnosed with cancer.

They aimed to help people recover from the shock of a cancer diagnosis and the effects of treatment, to help them to recover their sense of autonomy and regain control over their own health outcomes.

The Living Tree also recognises the need to help *all* those affected by cancer- patients, carers, families, friends and the bereaved and welcomes all those who wish to access its services.

In order to achieve our Objects, The Living Tree holds a weekly Friday Drop-in Meeting from 2-4.30pm in Bridport, West Dorset in an easily accessible ground floor venue. It also funds and organises a variety of other activities across the week.

It provides assistance and advice every day of the year through the maintenance of a dedicated mobile phone service, an email address, "buddy" befriending system, website, newsletter and Facebook page.

The weekly Friday Drop-in sessions have regular speakers, complementary therapist sessions, creative and artistic activities and provide access to a dedicated Living Tree library with information, books and leaflets. Mindfulness sessions every two weeks alternate with yoga and relaxation sessions. Group counselling sessions have enabled participants to share their worries and to support each other.

We have formed The Therapists Partnership (LTP) with local complementary therapists whereby approved therapists provide therapies to our members funded by The Living Tree. Members can apply to receive six free sessions with a Partnership therapist of their choice. The LTP is managed by a Trustee. All the therapists hold professional qualifications, have appropriate insurance, and have a current DBS check. Evidence of all these has been checked by the Trustee responsible for administering the Partnership.

Activities prior to the Covid-19 pandemic have included a regular walking group, two separate table tennis clubs each week, and a weekly swimming club.

The Outreach Events Stall has enabled the Charity's volunteers to attend many local events. This has maintained the presence of a local cancer support group in the minds of local residents and provided opportunities to engage with the public, inform them about the Charity's work and that of other cancer charities and organisations, and offer information to those who request it.

To enable Living Tree volunteers and members to feel comfortable and able to engage with the public and new members, Macmillan Engagement Lead Tracy Street held a **Meet and Greet** Communication workshop on 13th March 2020 attended by 16 members. In order to be of help to people who can be fearful of speaking about cancer, training such as this improves the dialogue between both parties.

The reporting period covers the few weeks since registration as a charity on 27th February 2020 before the first Covid lockdown up until the end of our financial year on 31st December 2020. The above outline of how Living Tree meets its aims and objectives had to be quickly adapted in March

2020. Within weeks the Trustees made the decision to cancel all planned activities ahead of the government lockdown owing to members' particular vulnerability to Covid-19. We then faced the problem of how to keep in touch with and continue to support our members. In late March, the Trustees agreed to produce a fortnightly rather than monthly enhanced newsletter, to offer telephone support, and to post regularly on our Facebook page any latest guidance on Covid-19 and cancer related issues. We established links with Bridport Town Council and the new social prescribing team to ensure we were included in any signposting for those needing support with a cancer diagnosis.

In early May 2020, we invested in a Zoom account to allow the Charity Trustees to continue meeting though virtually, and in late May 2020, we trialled our first Zoom Drop-in Friday afternoon get-together with members – this was a success so we continued with these on a fortnightly basis with guest speakers and creative activities. Members were helped to access the service with IT assistance if required. A Zoom account enabled some activities to continue such as Mindfulness which was a great success on Zoom attracting more members than had attended in person.

Our Therapists Partnership (LTP) during lockdown was limited to those counsellors and Mindfulness practitioners who could still offer support online. Meanwhile, our Trustee responsible for the Partnership replied to counselling requests, offered email and telephone support and continued to refine the Partnership.

One Trustee, with the consent of the other Trustees, took on the role of deputy Chair in March 2020 at the point when the Chair's workload as a GP was under pressure with the impact of the pandemic. The Deputy's administrative responsibilities included sending cards to sick and bereaved members, hand delivering our newsletter to those without internet access (enabling her to have socially distanced face-to-face contact with those members), working on Living Tree policies, attending the online Carers Forum, and offering socially distanced walks (once Covid-19 restrictions were lifted) with small groups of members.

We continued to have regular contact from our Macmillan Engagement Lead by attending bi-monthly Zoom Dorset Cancer Support Groups' Networking Meetings. These enabled representatives from the various local support groups to share concerns and ideas on how we were continuing to try to reach members during lockdown. We also heard from guest speakers from Macmillan and our local cancer nurse specialists on how cancer services were responding to need.

We received a legacy from a member and will use this to support many future activities, including the development of our allotment. This was acquired from Bridport Town Council in September 2020 following Trustee discussions on how to attract new members during Covid – the idea of an outdoor space was suggested in the knowledge that engaging with nature would be beneficial for mental and physical wellbeing. A new Trustee took on the responsibility for running the allotment project and began to co-ordinate volunteers via a dedicated WhatsApp forum. The project has proved incredibly successful, both in terms of how much has been achieved in growing our own produce, as well as the emotional and social support for those taking part, at a time when many had been reluctant to emerge from the first lockdown. We have invited guest speakers to the allotment to share knowledge on the benefits of gardening and using home produce in a healthy diet.

The main centre of all Living Tree activities is usually Bridport, West Dorset, where the Drop-ins are held. All other regular activities are held either in Bridport or within a 3 mile radius, with the exception of the walking Amblers Group, out of necessity, and any planned outings and workshops, where car sharing is encouraged, to enable those who cannot drive to attend. When our indoor venues had to close during the pandemic, the outdoor allotment started as a direct response for the need for socially distanced gatherings to go ahead proved very popular. The allotment is in Bridport and is on a level site with parking nearby.

The Zoom account enabled members to access our Drop-ins and other online services from the safety of their own homes, no matter where they were in the country.

Those who benefit from The Living Tree include anybody whose life has been affected by cancer in West Dorset, East Devon and South Somerset. This includes relatives, carers, friends and the bereaved. These areas represent the geographical accessibility of our face to face services.

Those further afield and those who live in our catchment area have access to our social media Facebook page, which has over 2,000 followers.

Our newsletter has 329 subscribers, allowing both the public and professional medical staff, amongst others, to have up to date information about what we offer.

The Living Tree website also offers up to date information about the charity and general information about other cancer services.

The number of beneficiaries dropped during the pandemic, particularly during lockdown, causing the Trustees to take other measures to provide access to Living Tree services still available, by starting the allotment, by setting up a telephone “buddy” system along with purchasing of and making use of the Zoom account; these measures proved successful and enabled the momentum of the Living Tree’s aims and objectives to continue with what would otherwise have been no services for members or the wider public.

The Living Tree is able to carry out its work due to the volunteers who collectively run the group. The Trustees are volunteers, and the following responsibilities are all carried out by Living Tree volunteers:- Secretary, Outreach Stall organisation, Independent Inspector of accounts, the management of clubs and activities, Zoom hosting, and face-to-face Drop-in support.

Some speakers at Drop-ins ask for expenses, some to be paid a nominal fee and some ask for a donation to a charity of their choice.

4.2 How the public have benefitted.

The general public have benefited both in The Living Tree’s local community and nationwide.

The Living Tree has a very prominent profile in West Dorset. All our funds have been from bequests, donations or from the sale of in-house produced books and cards. Donations have been from existing and past members and local groups, such as The Round Table and Bridport Town Council.

This high profile and awareness of The Living Tree’s existence enables potential users of The Living Tree to access our services if they ever have need, because they already know we are there to help.

The existence of The Living Tree as a local support group has enabled local health services, such as the social prescribing service and the Clinical Nurse Specialists based at Dorset County Hospital and local GP’s, to refer patients, carers, relatives and the bereaved to a local support group, where they know help will be given.

The wider geographic public have benefited too from the daily postings on the Living Tree Facebook page, with general information about cancer, the latest Government Covid advice and inspirational messages of hope.

Our Trustee, Maria Bechervaise, attended a Zoom Carers Forum to speak to carers in the area and also the Dorset County Hospital Discharged Patients Talk, to offer information about the Living Tree and other support groups.

Our Outreach Stall at local events raised the profile of The Living Tree and provided information to the local community and holidaymakers, who often state they don’t have time to access advice in their home county or know *where* to access such advice.

Living Tree publicity resources, such as leaflets, are distributed via GP surgeries and local hospitals.

4.3 Contributing to activities run by other organisations

We continued to have regular contact with our Macmillan Engagement Lead and attended bi-monthly Zoom Dorset Cancer Support Groups’ Networking Meetings. These enabled representatives from the various support groups to share concerns and ideas on how we were continuing to try to reach members during lockdown.

Stepping Out Cancer Rehabilitation Community Support Group is also based in Bridport and we have continued to support this organisation by sharing information about their Scheme on our

Outreach stall, our website and newsletter, sharing the stall, with Stepping Out volunteers joining Living Tree volunteers to promote both services and holding joint fundraising activities.

We have also promoted other cancer support groups, particularly local ones with whom we have direct contact, by providing links to them on our newsletter and website and distributing their leaflets.

Macmillan produced a video in 2019 about The Living Tree and Stepping Out showing how The Living Tree and Stepping Out have improved the lives of those affected by cancer in our area, by interviewing members who attend both groups. They continue to show this video to other organisations and start up support groups as a good Model of a Cancer Support Group.

4.4 Trustee development

Trustees are encouraged to participate in development opportunities as and when appropriate.

The Living Tree is a member of The Dorset Community Action Trustees Club and has access to advice from them.

The Trustees have access to the Meet and Greet training from Macmillan; some have already attended this training and other sessions are planned for 2022.

Trustees have attended relevant webinars, such as a Nutrition Conference organised by Yes to Life.

All Trustees have been supplied with the Charity Commission's CC3 Guide, ***The essential trustee: what you need to know, what you need to do***, which, amongst other areas, advises them on how to develop their role bearing in mind their responsibilities.

The Trustees are encouraged to develop their own skills and knowledge by being actively involved in not just the day to day running of The Living Tree, but also by taking on additional responsibilities such as running the allotment project, The Therapists Partnership and arranging speakers for Zoom Drop-ins.

5 Financial Review

5.1 Details of any Funds materially in deficit

The Charity has no funds which are materially in deficit.

5.2 Policy on Reserves

The Charity's policy on reserves is to generate and maintain a balance which is sufficient to preserve the financial viability of the Charity in the event that unforeseen and/or unavoidable circumstance precipitate a short-term fall in its income.

5.3 Principal sources of funding and outgoings

Principal sources of funding:

Bequests.

One-off donations from members and supporters.

Sales of books and greetings cards produced by members of the Charity.

Local fund-raising events.

Collection boxes at local pubs, shops, events.

Principal outgoings:

Therapist fees.

Administration.

5.4 Remuneration of Trustees

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to The Living Tree.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of The Living Tree are reimbursed at cost.

5.5 Financial Status

Though modest, the Charity's current resources from unrestricted donations are more than sufficient to meet its outgoings for at least next year.

All the indications are that this will remain the case for the foreseeable future.

5.6 Statutory Statements on Liabilities

The Trustees declare that:

- ✓ The Living Tree has given no guarantees where potential liability under the guarantee is outstanding at the date of this statement.
- ✓ The Living Tree has no debt outstanding at the date of this statement which is owed by the CIO and which is secured by an express charge on any assets of the CIO.

6 Statement of Financial Activity

6.1 Receipts and Payments accounts for the period ended 31 December 2020

Receipts and payments accounts					
		Period start date	To	Period end date	
		27/02/2020		31/12/2020	

This is the first accounting period for this registered charity

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donation from previous unregistered charity	14,532	-	-	14,532	-
Grant received from Macmillan for Embrace	-	160	-	160	-
Bequests	20,019	-	-	20,019	-
Other donations	4,277	-	-	4,277	-
Sales	240	-	-	240	-
Jo's bench	-	720	-	720	-
Allotment	-	500	-	500	-
Sub total (Gross income for AR)	39,068	1,380	-	40,448	-

A2 Asset and investment sales, (see table).					
None					
Sub total	-	-	-	-	-
Total receipts	39,068	1,380	-	40,448	-

A3 Payments					
Grant made to Embrace	-	160	-	160	-
Administration	1,282	-	-	1,282	-
Insurance	295	-	-	295	-
Rent	110	-	-	110	-
AGM Expenses	235	-	-	235	-
Professional subscriptions	25	-	-	25	-
Library books	39	-	-	39	-
Speakers for weekly meetings	80	-	-	80	-
Activities (Table Tennis, Swimming)	175	-	-	175	-
Workshops	120	-	-	120	-
Therapists fees	1,410	-	-	1,410	-
Jo's bench	-	200	-	200	-
Allotment	-	245	-	245	-
Sub total	3,771	605	-	4,376	-

A4 Asset and investment purchases, (see table)								
None								
Sub total	-	-	-	-	-	-	-	-

Total payments	3,771	605	-	4,376	-
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Net of receipts/(payments)	35,297	775	-	36,072	-
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A5 Transfers between funds								
None								

A6 Cash funds last year end																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		</
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Categories	Details			Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	NatWest current account			35,238	775	-
	Nationwide Treasurers Trust account			59	-	-
	Total cash funds			35,297	775	-

B2 Other monetary assets								
None								

	Details			Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets						
None						

	Details			Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use						
None						

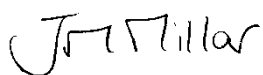
	Details		Fund to which liability relates		Amount due (optional)		When due (optional)
B5 Liabilities	Jo's bench - final £200 due on delivery		Jo's bench		200		
	Jo's bench - £480 due for engraving		Jo's bench		480		
	Garden shed - final £543 due on delivery		Allotment		543		

6.1.1 Approval of the Board of Trustees

The Trustees declare that they have approved the above Annual Report & Statement of Financial Activity.

Signed on behalf of the Trustees

Date



Joanna Millar (Chair)

27 October 2021



Vincent O'Farrell (Treasurer)

27 October 2021

6.2 Notes to the Accounts

- a) Accounting Policies
The financial statements have been prepared in accordance with the Charities Act 2011 Section 133, using the Receipts and Payments basis available to small charities and the charity's own accounts spreadsheet.
- b) Reimbursement of out-of-pocket expenses
Out-of-pocket expenses incurred necessarily, reasonably and incidentally in the course of the Charity's activities are reimbursed at cost.
- c) Salaries & Professional Fees
No trustee receives any payments for the services they provide to the charity. In the current financial year the charity employed no staff or external contractors.
- d) Fixed Assets
The Charity has not purchased or disposed of any fixed assets in the current financial year.
- e) Creditors & Debtors
Cheques for goods or services purchased, or invoices for goods or services delivered, which are issued prior to the end of the financial year but not appearing in the end of financial year bank statement are reported as outstanding creditors or debtors respectively.
- f) Rounding Discrepancies
All amounts are recorded to the penny, but in these accounts are shown as digitally rounded to the nearest pound. This can occasionally result in a total apparently not being the sum of its constituent amounts. All individual amounts, and their totals, are nevertheless correct.



Section A

Independent Examiner's Report

Report to the trustees/
members of

THE LIVING TREE

On accounts for the year
ended

31.12.2020

Charity no
(if any)

1188213

Set out on pages

10 - 13

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 27/2/20 - 31/2/20

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

Independent
examiner's statement

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

- accounting records were not kept in accordance with section 130 of
the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection
with the examination to which attention should be drawn 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:

Ruth Jenkins

Date:

28th October 2021

Name:

RUTH BARBARA HILDEGARD JENKINS

Relevant professional
qualification(s) or body
(if any):

FCCA, MAAT, ATT

Address:

2 WARNE HILL

BRIDPORT

DORSET DT6 4AQ