

COMPANY REGISTRATION NUMBER: 9725781

CHARITY REGISTRATION NUMBER: 1166382

**Together Norfolk
Company Limited by Guarantee
Unaudited financial statements
31 December 2020**

Together Norfolk
Company Limited by Guarantee
Financial statements
Year ended 31 December 2020

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Together Norfolk

Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report)

Year ended 31 December 2020

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

Reference and administrative details

Registered charity name	Together Norfolk
Charity registration number	1166382
Company registration number	9725781
Principal office and registered office	Diocesan House 109 Dereham Road Easton Norwich Norfolk NR9 5ES

The trustees

The trustees who served during the year and at the date of approval were as follows:

The Rt Revd Jonathan Meyrick, Bishop of Lynn (retired 24 January 2021)
The Revd Canon Aidan Platten (appointed 24 January 2021)
The Revd James Stewart, Priest, Thorpe St Andrew, Norwich
The Revd Canon Peter Howard, Diocesan Church Urban Officer
The Revd Becca Rogers, Incumbent, Kings Lynn
Sibylle Batten Development Worker, Church Urban Fund
(resigned 21 February 2020)
The Revd Canon Simon Ward, Incumbent, Great Yarmouth Team
Ministry
Hannah Worsley, Project Manager, Norwich Foodbank
Richard M Butler DL, Diocesan Secretary (retired 30 April 2021)

Clerk & Treasurer	Richard M Butler DL, Diocesan Secretary (retired 30 April 2021)
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Independent examiner	Mark Proctor FCA DChA Lovewell Blake LLP Chartered accountants Bankside 300 Peachman Way Broadland Business Park Norwich NR7 0LB
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Bankers	Barclays Bank Plc 3 St James Court Norwich Norfolk NR3 1RJ
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Together Norfolk

Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2020

Solicitors

Birketts
Kingfisher House
1 Gilders Way
Norwich
Norfolk
NR3 1UB

Together Norfolk

Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2020

Objectives and activities

Overall objectives

Together Norfolk Ltd shares the aims and objectives of the Church Urban Fund's (CUF) Together Network which are to:

- grow the number of church-based social activities within the diocese, helping churches to tackle poverty and build strong flourishing communities
- develop people's capacity to take effective action to tackle poverty
- build partnerships and collaborative working between churches and with other organisations to increase joined-up working and innovation

Imagine Norfolk Together is part of the Together Network set up by Church Urban Fund and is a partnership between the Diocese and the Church Urban Fund whereby funding is split on a 50/50 basis. There are two Development Workers for Imagine Norfolk Together, one in Great Yarmouth and the other in King's Lynn.

The Norwich Diocesan Board of Finance Ltd is a company limited by guarantee, registration number 88175, charity registration number 249318. Registered address: Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES. The Norwich Diocesan Board of Finance Ltd promotes, facilitates and assists with the work and purpose of the Church of England for the advancement of the Christian faith in the Diocese of Norwich and elsewhere, providing resources for Ministry and Mission.

The Church Urban Fund Ltd (CUF) is a company limited by guarantee, registration number 2138994, charity registration number 297483. Registered address: Church House, Great Smith Street, London, SW1P 3AZ. CUF was established by the Church of England as a practical response to unmet need and has been active in local communities for over 30 years through the Church of England's local parish networks, and alongside other faith-based and secular organisations, to bring about positive change in neighbourhoods.

Together Norfolk

Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2020

Objectives and activities *(continued)*

Management

The Norwich Diocesan Board of Finance is responsible for:

- Payment of 50% of the costs of Together Norfolk Ltd.
- Recruiting competent staff and ensuring they are well managed, with all necessary HR policies in place.
- Prepare, monitor and report to the Together Norfolk Board its financial activities.
- Providing a DBF employee to attend or be a member of the Together Norfolk board, to ensure the work of Together Norfolk complements and enhances the social action work of the diocese, and to be the person responsible for the diocesan commitment to Together Norfolk.
- Recruiting an effective and diverse board of trustees for Together Norfolk, in consultation with CUF, including up to four DBF-nominated trustees.
- Providing support and endorsement within the Diocese for Together Norfolk as having a key role in helping churches.
- To tackle poverty locally, including encouraging parishes to support its work through time, money, action and prayer.
- Participating in fundraising for CUF from churches and individuals within the diocese working with CUF's fundraising team, through events, appeals and endorsement from the Bishop, and promoting CUF's seasonal fundraising tools within the diocese such as Poverty Sunday.
- Promoting the work of Together Norfolk through diocesan communication routes such as the diocesan website, newspaper, newsletter and social media.
- Providing support services through the diocesan office including payroll, HR support, accounting and book-keeping, preparation of annual accounts.
- Providing a working space and facilities such as internet access and telephone.
- To include development workers in Diocesan staff meetings/communications and treat them as any other DBF staff.
- Participating in the wider Together Network, for example through completing CUF's monitoring and evaluation forms, attendance of trustees and staff at Together Network gatherings, contributing to planning or projects as invited, and creating and maintaining Together Norfolk's microsite on the CUF website
- Having good financial management in place including its own bank account, regular reports to the board, and quarterly and end of year reports to CUF.
- Being an effective charity - following best practice, including timely reporting to the Charity Commission and Companies House, relevant policies including conflicts of interest policy, reserves policy, training and induction of trustees

Church Urban Fund (CUF) is responsible for:

- Pay up to 50k annually on a quarterly basis to cover the core costs of Together Norfolk from which the 50% contribution will be taken.

Together Norfolk

Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2020

Objectives and activities *(continued)*

- Confirming funding one year at a time by 1 October for the following year.
- Providing the director of development, Jenny Baker, to support set up and development of Together Norfolk, to be the CUF representative on the board and to be the person responsible for CUF's commitment to Together Norfolk.
- Nominating up to four further trustees for the Together Norfolk board from names produced by the diocese in consultation with CUF.
- Providing up to date information and research into poverty and the churches' response
- Providing a trust fundraiser to support additional fundraising for Together Norfolk from trusts and a structure for a Together Norfolk microsite on the CUF website.
- Providing support and resources for fundraising for CUF from churches and individuals within the diocese, for example materials for Poverty Sunday
- Being a national voice for the Together Network, and forming national partnerships for its benefit, such as the Church Credit Champions Network
- Hosting regular gatherings of the Together Network - for development workers, for chairs and trustees, and for the whole network, and training, conferences and events from time to time that enhance the work of the Together Network
- Providing regular news and updates about what's happening across the network
- Listening to and learning from the network, facilitating responses to common themes and facilitating shared learning across the network.

Crisis Management

Church Urban Fund and the Diocese of Norwich commit to open and timely communication with each other about any issues arising from Together Norfolk that are a cause for concern, and to working together to find solutions.

As grant-makers, CUF and the Diocese have a responsibility to ensure that all their grants are being used for the purpose for which they are given. As such, the following will be considered events which trigger default of the grant:

- If at any time, Together Norfolk is unable to pay its debts when they fall due
- Together Norfolk starts negotiations with any of its creditors with a view to rescheduling debts.
- Together Norfolk ceases to operate.
- Together Norfolk is in material breach of this agreement.
- Together Norfolk uses the grant monies for any purpose other than for the purposes set out in this agreement.
- Any of Together Norfolk staff commit or attempt any fraud or have any undeclared and unattended conflict of interest in relation to the agreed programme.

Together Norfolk

Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2020

Objectives and activities *(continued)*

In the event of default, Church Urban Fund and the Diocese will take all reasonable steps to remedy the situation by discussing the matter with the Together Norfolk board and agreeing a course of action. If the situation is beyond remedy, CUF and the Diocese reserve the right to terminate the partnership and require repayment of the balance of any unspent grant money following the repayment of any statutory grant monies. In the event of winding up the charity, the transfer of any net assets of Together Norfolk shall be dealt with according to section 39 of the Articles of Association.

The board of Together Norfolk is entitled to the partnership agreement by giving CUF not less than three months' written notice and repaying any unspent grant monies in full. A decision to terminate the agreement would also be a decision to withdraw from the Together Network, and so any future work of the charity would need to continue under a different name and branding.

Public Benefit

The public benefit of Together Norfolk Ltd are as described above in objectives and activities. The trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

Achievements and performance

Each development worker for Imagine Norfolk Together must submit quarterly returns to both the Diocese and the Church Urban Fund detailing the activities undertaken and the impact on achieving overall objectives.

Financial review

The total income recognised in these accounts is £52,546 compared to £55,996 in 2019.

The value of income received in total from the Church Urban Fund (CUF) was £210,437 where £127,908 of this has been released to income as CUF's 50% contribution towards expenditure to date.

The remaining deferred income of £82,513 is represented by the value of the balance at bank of £122,248 less £39,735 which is owed to the Diocese of Norwich at year end.

Reserves Policy

The Diocese of Norwich and the Church Urban Fund (CUF) are each committed to confirming funding for one year at a time by the 1 October for the following year. The reserves policy is set at £53,000 which is an estimation of one year's expenditure.

Together Norfolk

Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2020

Plans for future periods

For the following year the Imagine Norfolk Together worker in Kings Lynn will:

- Develop a broader range of fundraising activities in order to make the Kings Lynn debt centre more sustainable.
- There will be the opportunity for additional churches, and voluntary sector groups, to follow the Two's Company model or to create their own. The company will encourage these new initiatives by networking, and where required, assisting with making grant applications.
- Developing dementia friendly cafes in developing Anna Chaplains across the diocese and hopefully in King's Lynn.
- Building a new website and re-designing the company's publicity materials due to the new relationship with The Church Urban Fund.
- Resurrect the Community Fridge project. Three churches have currently shown an interest.

For the following year the Imagine Norfolk Together worker in Great Yarmouth will:

- Establish and develop Two's Company in Great Yarmouth

In the midst of the Covid-19 pandemic, one of the major needs identified locally was emotional support for people who were feeling lonely or isolated. A number of local churches expressed an interest in getting involved with this, and the company therefore set up an information-sharing session run by 'Linking Lives' about how they could equip churches to reach the lonely in their communities through telephone befriending. In the end, 5 churches signed up to be part of a Two's Company telephone befriending project in the Great Yarmouth Borough. Each church has a Co-ordinator and the company has an acting Central Co-ordinator to receive and manage the referrals. The company has almost 30 volunteers trained and the referrals are starting to come in. Imagine Together Norfolk want to establish the project over the next year so that it is running smoothly, potentially with more churches involved, and can run independently in the future. The Trustees will also need to decide how they navigate the changes when lockdown eases and home visits might be possible.

- Install anti-slavery mural in Great Yarmouth

During the next year the Trustees hope to be able to put up the anti-slavery mural accompanied by events and reports which raise awareness to this matter.

- Support local church projects to navigate and respond to the post Covid-19 recovery

As lockdown eases the Trustees believe it will be important to help churches work out a way forwards for their work in the community, in the light of the ongoing and new needs which have developed. As this work changes and develops we will also need to find ways of communicating this work more widely, perhaps through a new Directory or there may be more appropriate means in the post-Covid future. Part of this work will be to continue to liaise with church leaders and to support community ministry leaders, including through the monthly gathering (online / in person) which the company organise.

Church Urban Fund (CUF)

CUF will no longer be giving Together Norfolk any further unrestricted funding.

Any funds in hand that Together Norfolk is holding will not be called back by CUF and can be spent on furthering its the aims and objectives.

Together Norfolk

Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2020

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 10 August 2015 and registered as a charity on 5 April 2016.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its articles of association.

Trustees

The founding members of the company are the Norwich Diocesan Board of Finance and Church Urban Fund. The full board of Together Norfolk can have up to nine trustees, the majority of whom are nominated by CUF and the remainder by the diocese. Employees of CUF and the DBF who sit on the board must acknowledge any potential conflicts of interest. The trustees receive no remuneration for their work.

Meetings

The trustees meet four times yearly in January, April, July and October each year.

Risk Management

The Trustees have assessed the major risks to which the charity is exposed, those related to the operations and finances of the charity and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

Independent Examiner

M Proctor FCA DChA was appointed as the charitable company's independent examiner during the year and has expressed his willingness to continue in that capacity.

Small company provisions

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

The trustees' annual report was approved on 18 June 2021 and signed on behalf of the board of trustees by:

The Revd Canon Aidan Platten
Chair

Together Norfolk

Company Limited by Guarantee

Independent examiner's report to the trustees of Together Norfolk

Year ended 31 December 2020

I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 December 2020 which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Mark Proctor FCA DChA
Independent Examiner

Lovewell Blake LLP
Chartered accountants
Bankside 300
Peachman Way
Broadland Business Park
Norwich
NR7 0LB

26 August 2021

Together Norfolk

Company Limited by Guarantee

Statement of financial activities (including income and expenditure account)

Year ended 31 December 2020

		2020		2019
		Unrestricted	Total funds	Total funds
	Note	funds	£	£
		£		
Income and endowments				
Donations and legacies	5	52,546	52,546	55,996
Total income		52,546	52,546	55,996
Expenditure				
Charitable activities	6	52,546	52,546	55,996
Total expenditure		52,546	52,546	55,996
Reconciliation of funds				
Total funds brought forward		—	—	—
Total funds carried forward		—	—	—

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 12 to 15 form part of these financial statements.

Together Norfolk

Company Limited by Guarantee

Statement of financial position

31 December 2020

	Note	2020 £	£	2019 £	£
Current assets					
Cash at bank and in hand		122,248		184,339	
Creditors: Amounts falling due within one year	10	<u>(39,735)</u>		<u>(80,537)</u>	
Net current assets			82,513		103,802
Total assets less current liabilities			82,513		103,802
Creditors: Amounts falling due after more than one year	11		<u>(82,513)</u>		<u>(103,802)</u>
Net liabilities			<u>—</u>		<u>—</u>

For the year ending 31 December 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 18 June 2021, and are signed on behalf of the board by:

The Revd Canon Aidan Platten
Chair

Company registration number: 9725781

The notes on pages 12 to 15 form part of these financial statements.

Together Norfolk

Company Limited by Guarantee

Notes to the financial statements

Year ended 31 December 2020

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Diocesan House, 109 Dereham Road, Easton, Norwich, Norfolk, NR9 5ES.

2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

Going concern

The financial statements have been prepared on the going concern basis as the trustees believe no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to continue as a going concern.

The trustees have considered the impact of Covid-19 in making this assessment.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

Together Norfolk

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2020

3. Accounting policies *(continued)*

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

4. Limited by guarantee

The charity is a company limited by guarantee and does not have share capital. Every member of the charity undertakes to contribute such amounts (not exceeding £1) as may be required in the event of a winding up.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Donations				
Church Urban Fund	26,273	26,273	27,998	27,998
Norwich Diocesan Board of Finance Ltd	26,273	26,273	27,998	27,998
	<u>52,546</u>	<u>52,546</u>	<u>55,996</u>	<u>55,996</u>

Together Norfolk

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2020

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Salaries (Note 8)	45,076	45,076	44,190	44,190
Telephone	821	821	345	345
Travel costs	1,713	1,713	5,542	5,542
Training	98	98	141	141
Computer expenses	898	898	978	978
Postage, printing and stationery	114	114	356	356
Other costs	19	19	300	300
Financial and administration services	2,815	2,815	2,759	2,759
Bank charges	32	32	35	35
Governance costs	960	960	1,350	1,350
	<u>52,546</u>	<u>52,546</u>	<u>55,996</u>	<u>55,996</u>

7. Independent examination fees

	2020 £	2019 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>960</u>	<u>930</u>

8. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020 £	2019 £
Wages and salaries	38,328	37,576
Social security costs	2,876	2,818
Employer contributions to pension plans	<u>3,872</u>	<u>3,796</u>
	<u>45,076</u>	<u>44,190</u>

The average head count of employees during the year was 2 (2019: 2).

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

9. Trustee remuneration and expenses

One trustee received reimbursed expenditure totalling £32 (2019: two trustees £137) during the year.

10. Creditors: Amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	960	930
Other creditors	<u>38,775</u>	<u>79,607</u>
	<u>39,735</u>	<u>80,537</u>

Together Norfolk

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 December 2020

11. Creditors: Amounts falling due after more than one year

	2020 £	2019 £
Accruals and deferred income	<u>82,513</u>	<u>103,802</u>

12. Deferred income

	2020 £	2019 £
At 1 January 2020	103,802	91,800
Amount released to income	(26,289)	(27,998)
Amount deferred in year	<u>5,000</u>	<u>40,000</u>
At 31 December 2020	<u>82,513</u>	<u>103,802</u>

13. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £3,872 (2019: £3,796).

14. Analysis of charitable funds

Unrestricted funds

	At 1 Jan 2020 £	Income £	Expenditure £	At 31 Dec 2020 £
General funds	<u>—</u>	<u>52,546</u>	<u>(52,546)</u>	<u>—</u>

	At 1 Jan 2019 £	Income £	Expenditure £	At 31 Dec 2019 £
General funds	<u>—</u>	<u>55,996</u>	<u>(55,996)</u>	<u>—</u>

15. Related parties

During the year the charitable company received donations from The Church Urban Fund of £5,000 (2019: £40,000) and a balance of £82,513 (2019: £103,802) is held within deferred income.

A balance of £28,134 (2019: £63,220) owed to the Norwich Diocesan Board of Finance is included in other creditors at the year end.

The Norwich Diocesan Board of Finance provided financial and administration services of £2,815 during the year (2019: £2,759).