

# COMMUNITY CHAPLAINCY - NORFOLK

England & Wales · Charity number 1180579

## Details

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**Other names** COMMUNITY CHAPLAINCY - NORKOLK

**Status** Registered

**Legal form** CIO

**Registered** 2018-11-06

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

## Contact

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**Address** 138 Moore Avenue  
Norwich  
NR6 7LQ

**Phone** 07882288348

**Email** [info@norfolkchaplancy.org.uk](mailto:info@norfolkchaplancy.org.uk)

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

## Activities

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**Objects:** For the benefit of the public and to help offenders, of all faiths and none, to live a life free of crime. Working in the region of East Anglia and alone or in co-operation with any other body, authority or persons, to promote rehabilitation and resettlement by the provision of, particularly but not exclusively, practical support, information, advocacy and pastoral care both within prison and after release in the wider community.

**Activities:** COMMUNITY CHAPLAINCY - NORFOLK WORKS WITH PEOPLE OF ALL FAITHS AND OF NONE. IT SEEKS TO PROVIDE PRACTICAL, EMPOWERING AND AFFIRMING SUPPORT FOR PRISONERS AND EX-PRISONERS BOTH PRIOR TO DISCHARGE AND ON RELEASE, IN ORDER THAT THEY MAY SUCCESSFULLY RE-INTEGRATE INTO THE COMMUNITY, REALISE THEIR POTENTIAL AND NOT RETURN TO PRISON.

## Classification

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- **How:** Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Economic/community Development/employment, Other Charitable Purposes
- **Who:** Other Defined Groups

## Geography

- Norfolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£71,911	£82,542	-	-
2024-07-31	£119,949	£101,699	-	-
2023-07-31	£93,063	£80,502	-	-
2022-07-31	£63,219	£64,111	-	-
2021-07-31	£29,123	£37,277	-	-

## Trustees

Name	Role	Appointed
<b>Roy Burrows</b>	Chair	2025-01-01
Christopher Anthony Hull		2026-06-03
Dorothy Margaret Wilson		2026-06-03
Guy Poyner		2025-06-03
Joanna Gillies		2025-01-16
Paula Callam		2023-03-16

**COMMUNITY CHAPLAINCY - NORFOLK**

England & Wales - Charity number 1180579

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# Accounts

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**Trustees' Annual Report**

**From 1<sup>st</sup> August 2024 to 31<sup>st</sup> July 2025**

**Charity name: Community Chaplaincy Norfolk**

**Charity registration number: 1180579**

**Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	For the benefit of the public and to help ex-offenders, of all faiths and none, to live a life free of crime. Working in the region of East Anglia and alone or in co-operation with any other body, authority or persons, to promote rehabilitation and resettlement by the provision of, particularly but not exclusively, practical support, information, advocacy and pastoral care both within prison and after release in the wider community.
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	The recruitment, training and supervision of volunteer mentors, assessment of potential clients, liaison with the prison authorities, probation and other relevant agencies and allocation of clients to mentors. Providing one-to-one volunteer mentor support to prison leavers, of all faiths and none, prior to and after release from prison.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

**Additional information**

	SORP reference	
Policy on grant making	Para 1.38	n/a

Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	See above for main activities.
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 120	<p>During the period covered by this report, we have worked with 51 prison leavers from 5 different prisons.</p> <p>Mentors have supported some clients to remain in the community, as opposed to returning to custody, for periods more than 227 months. The latest Ministry of Justice cost of prison report states that one prisoner detained in a Local prison costs £51,108 p/a, suggesting that CCN has had a significant positive impact on costs to society. Individual clients have been supported to address substance misuse, mental and physical ill health, restoration of family relationships and involvement with volunteering / positive activities.</p> <p>We have 18 active mentors having recruited 11 new mentors in the year. We have also trained other professionals and volunteers from external organisations, equipping them to work more effectively with prison leavers in a wide range of settings.</p> <p>Volunteer mentors have accompanied clients to healthcare, legal and probation meetings, advocating on their behalf and providing pastoral support. Volunteer mentors have encouraged clients to participate in voluntary activities in the local community.</p> <p>Mentors have provided clients with information and access to specialist services regarding financial matters and accommodation.</p> <p>Mentors recorded supporting their clients for a total of 887 hours over the year.</p>

### Additional information

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	Fundraising objectives for the year were solely focused on a schedule of grant applications to Funders and Charitable Trusts, alongside donations from members of the public. We budgeted for Expenditure of £83,688 and £71,716 was actually received to cover this. We also received Other Income of £195 The total income we received was £71,911
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	On 31 <sup>st</sup> July 2025, the Charity had £58,604 in bank and cash funds.
Statement explaining the policy for holding reserves stating why they are held.	Para 1.22	The Charity has a policy of holding reserves at any one time amounting to 6 month's budgeted expenditure.
Amount of reserves held.	Para 1.22	£42,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The activities of the Charity are fully funded up until the beginning of October 2026. At that point the Charity's continuation depends upon successful applications to grant-making trusts which are in the course of being made.

### Additional information

The charity's principal sources of funds (including any fundraising)	Para 1.47	List Funders: Alan Boswell Allen Lane Foundation Community of All Hallows The Hilden Charitable Trust Fund Lloyds Bank Foundation The National Lottery Mrs. Smith and Mount Trust Norfolk Community Foundation
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		<p>Norwich High Sheriff's Office Office of the Police and Crime Commissioner for Norfolk Ranworth Trust STN Trust</p> <p><b>Funds received to be used in the next financial year:</b></p> <p>List Funders: Lloyds Bank Foundation Norfolk Community Foundation Norwich Consolidated Charities St. Stephen's Church</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	<ol style="list-style-type: none"> <li>1. Failure to secure the necessary funding.</li> <li>2. Absence due to incapacity or other reason of either the three employees for a prolonged period.</li> </ol>
Other		

### Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Written constitution
How is the charity constituted?	Para 1.25	Constitution dated: 5 November 2018 amended January 2021 amended July 2023
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	Clause 10(1) provides that every Trustee apart from the first Charity's Trustees 'must be appointed for a term of three years by a Resolution passed at a properly convened meeting for Charity Trustees'.

### Additional information

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Each incoming Trustee is referred to the Charity Commission literature on acting as a Charity Trustee. Additional training is provided as required.
The charity's organisational structure and any wider	Para 1.51	The Charity is affiliated to the national Community Chaplaincy Association.

network with which the charity works		
Relationship with any related parties	Para 1.51	<b>None</b>
Other		

### Reference and Administrative details

Charity name	Community Chaplaincy Norfolk
Other name the charity uses	None.
Registered charity number	1180579
Charity's principal address	138 Moore Ave Sprowston Norwich NR6 7LQ

### Names of the Charity Trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paula Callum	Chair		
2	Roy Burrows		01/01/2025	Community Chaplaincy Norfolk Board of Trustees
3	Joanna Gillies		16/01/2025	Community Chaplaincy Norfolk Board of Trustees
4	Guy Poyner		03/06/2025	Community Chaplaincy Norfolk Board of Trustees
5	Amy Harrold		26/06/2025	Community Chaplaincy Norfolk Board of Trustees
	Paulo Adriano Azeredo Mussi		Retired 17/07/2025	
	Sarah Elizabeth Watson		Retired 20/03/2025	
	Claire Watson		Retired 19/03/2025	Community Chaplaincy Norfolk Board of Trustees
	Martin Trevor Edwards		Retired 31/12/2024	
	Christopher John Tomlinson		Retired 21/11/2024	
	Bryan Hurst		Retired 21/11/2024	Community Chaplaincy Norfolk Board of Trustees

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

<b>Director name</b>		
n/a		

Name of trustees holding title to property belonging to the charity

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
n/a		


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

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

**Declarations**

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Guy POYNER	
<b>Position (e.g., Secretary, Chair, etc)</b>	TRUSTEE	

**Date** 11/02/2026

**COMMUNITY CHAPLAINCY NORFOLK**  
Registered Charity No. 1180579  
**Accounts for the Year Ending 31st July 2025**

	<u>Unrestricted</u> Funds £	<u>Restricted Funds</u> £	<u>Total Funds</u> £	<u>2024</u> £
<b>Receipts</b>				
Grants	55,000	9,800	64,800	112,019
Donations	6,077	0	6,077	7,473
Interest Received	839	0	839	457
Other Income	195	0	195	0
<b>Total Receipts</b>	<u>62,111</u>	<u>9,800</u>	<u>71,911</u>	<u>119,949</u>
<b>Payments</b>				
<i>Staff Costs:</i>				
Salaries	33,470	33,322	66,792	63,760
Salary Administration	387	182	569	591
Travel	307	227	534	718
Training and Support	840	589	1,429	2,050
HR Support	982	0	982	0
	<u>35,986</u>	<u>34,320</u>	<u>70,306</u>	<u>67,119</u>
<i>Mentor and Client Costs:</i>				
Travel	635	351	986	602
Training and Support	200	530	730	1,417
Refreshments	695	793	1,488	2,066
Other Expenses	230	335	565	1,739
Discretionary and Designated Client Funds	82	1,351	1,433	14,504
	<u>1,842</u>	<u>3,360</u>	<u>5,202</u>	<u>20,328</u>
<i>Office Costs:</i>				
Insurance	1,271	0	1,271	1,281
Stationery	133	153	286	350
Telephone	453	228	681	528
Advertising and Publicity	333	276	609	3,915
Hire of Office	1,400	1,100	2,500	1,758
Sundry Expenses	77	51	128	154
Consultancy Fees	0	0	0	1,499
Software Costs	67	43	110	565
IT Support	530	0	530	1,870
	<u>4,264</u>	<u>1,851</u>	<u>6,115</u>	<u>11,920</u>
<i>Governance:</i>				
<i>Professional Fees</i>	16	186	202	342
Association Fees (CCA)	0	0	0	110
Examination Fee	100	0	100	100
Annual Meetings	83	0	83	685
	<u>199</u>	<u>186</u>	<u>385</u>	<u>1,237</u>
Purchase of Fixed Assets	534	0	534	1,095
<b>Total Payments</b>	<u>42,825</u>	<u>39,717</u>	<u>82,542</u>	<u>101,699</u>
<b>Net Receipts/(Payments)</b>	19,286	(29,917)	(10,631)	18,250
<b>Fund Balances brought forward</b>	38,717	30,518	69,235	50,985
Transfers between funds	0	0	0	0
<b>Fund Balances carried forward</b>	<u>58,003</u>	<u>601</u>	<u>58,604</u>	<u>69,235</u>
<b>Bank and Cash Balances as at 31st July 2025</b>			<u>58,604</u>	<u>69,235</u>

Joquias Aheasley  
11/2/2026

**Notes to the Accounts for the Year Ending 31st July 2025**

1 **Fixed Assets:** The Charity maintains a Fixed Asset Register. Any Fixed Asset over £1,000 will be noted in the Accounts.

2 These accounts are prepared using the Receipts and Payments Method, and therefore no Debtors or Creditors are included in these figures.

3 **Liabilities:** There are no known liabilities other than usual trading creditors.

4	Restricted, Designated and Unrestricted Funds Activity	At 1st Aug			At 31st Jul	
		2024	Receipts	Transfers	Payments	2025
	<b>Restricted:</b>	£	£	£	£	£
	Allen Lane Foundation	4,000	4,000		8,000	0
	Alan Boswell	3,000			3,000	0
	The National Lottery 2024	15,867			15,867	0
	Mrs Smith and Mount Trust	3,000			3,000	0
	Norfolk Community Foundation - Household Support 2024	551			250	301
	Ranworth Trust	3,000			3,000	0
	Norfolk Community Foundation - Client LB Deposit	600			600	0
	STN Trust	500			500	0
	The Hilden Charitable Fund	0	5,000		5,000	0
	Norfolk Community Foundation - Client JC	0	500		500	0
	St. Stephen's Church Mobiles Fund	0	300			300
	<b>Total Restricted Funds</b>	<b>30,518</b>	<b>9,800</b>	<b>0</b>	<b>39,717</b>	<b>601</b>
	<b>Designated:</b>					
	Client Social Fund	73		427	271	229
	Discretionary Fund	0		1,000	82	918
	<b>Total Designated Funds</b>	<b>73</b>	<b>0</b>	<b>1,427</b>	<b>353</b>	<b>1,147</b>
	<b>Unrestricted:</b>					
	General Funds	24,491	7,111	(1,427)	689	29,486
	Lloyds Bank Foundation	6,653	25,000		24,283	7,370
	Norwich High Sheriff's Office	7,500			7,500	0
	Community of All Hallows	0	5,000		5,000	0
	Office of the Police and Crime Commissioner for Norfolk	0	5,000		5,000	0
	Norfolk Community Foundation - Love Norfolk	0	5,000			5,000
	Norwich Consolidated Charities	0	15,000			15,000
	<b>Total Unrestricted Funds</b>	<b>38,644</b>	<b>62,111</b>	<b>(1,427)</b>	<b>42,472</b>	<b>56,856</b>
	<b>Total Unrestricted and Designated Funds</b>	<b>38,717</b>	<b>62,111</b>	<b>0</b>	<b>42,825</b>	<b>58,003</b>

*Jo Gutter-Creatley*  
11/2/26

## Independent Examiner's Report to the Trustees of Community Chaplaincy Norfolk

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2025.

### 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 charity's accounts carried out under section 145 of the 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

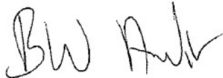
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work or for this report.

Signed:



Joanne Fox BA FCA

**Berry & Warren**  
Chartered Accountants  
Norwich

Date: 18 February 2026

**COMMUNITY CHAPLAINCY NORFOLK**  
Registered Charity No. 1180579  
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Joquias Aheasley  
11/2/2026

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	St. Stephen's Church Mobiles Fund	0	300			300
	<b>Total Restricted Funds</b>	<b>30,518</b>	<b>9,800</b>	<b>0</b>	<b>39,717</b>	<b>601</b>
	<b>Designated:</b>					
	Client Social Fund	73		427	271	229
	Discretionary Fund	0		1,000	82	918
	<b>Total Designated Funds</b>	<b>73</b>	<b>0</b>	<b>1,427</b>	<b>353</b>	<b>1,147</b>
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	<b>Total Unrestricted Funds</b>	<b>38,644</b>	<b>62,111</b>	<b>(1,427)</b>	<b>42,472</b>	<b>56,856</b>
	<b>Total Unrestricted and Designated Funds</b>	<b>38,717</b>	<b>62,111</b>	<b>0</b>	<b>42,825</b>	<b>58,003</b>

*Jo Gutter-Creatley*  
11/2/26

## Independent Examiner's Report to the Trustees of Community Chaplaincy Norfolk

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2025.

### 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 charity's accounts carried out under section 145 of the 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

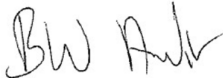
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work or for this report.

Signed:



Joanne Fox BA FCA

**Berry & Warren**  
Chartered Accountants  
Norwich

Date: 18 February 2026

**COMMUNITY CHAPLAINCY - NORFOLK**

England & Wales - Charity number 1180579

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# Accounts

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**Trustees' Annual Report**

**From 1<sup>st</sup> August 2023 to 31<sup>st</sup> July 2024**

**Charity name: Community Chaplaincy Norfolk**

**Charity registration number: 1180579**

**Objectives and Activities**

	SORP reference	
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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	The recruitment, training and supervision of volunteer mentors, assessment of potential clients, liaison with the prison authorities, probation and other relevant agencies and allocation of clients to mentors. Providing drop in facility and one-to-one volunteer mentor support to prison leavers, of all faiths and none, prior to and after release from prison.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

**Additional information**

	SORP reference	
Policy on grant making	Para 1.38	n/a

Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	See above for main activities.
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 120	<p>During the period covered by this report, we have worked with 50 prison leavers from 5 different prisons.</p> <p>Mentors have supported some clients to remain in the community, as opposed to returning to custody, for periods more than 140 months. The Ministry of Justice cost of prison report states that one prisoner detained in a Local prison costs £51,724 p/a, suggesting that CCN has had a significant positive impact on costs to society. Individual clients have been supported to address substance misuse, mental and physical ill health, restoration of family relationships and involvement with volunteering / positive activities.</p> <p>We have 22 active mentors having recruited 5 new mentors in the year. We have also trained other professionals and volunteers from external organisations, equipping them to work more effectively with prison leavers in a wide range of settings.</p> <p>Volunteer mentors have accompanied clients to healthcare, legal and probation meetings, advocating on their behalf and providing pastoral support. Volunteer mentors have encouraged clients to participate in voluntary activities in the local community.</p> <p>Mentors have provided clients with information and access to specialist services regarding financial matters and accommodation.</p> <p>Mentors recorded supporting their clients for a total of 550 hours over the year.</p> <p>Our location within the St Stephen's Church Community Café setting has enabled clients to integrate into society, via informal drop in for mentor sessions.</p>

### Additional information

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	Fundraising objectives for the year were solely focused on a schedule of grant applications to Funders and Charitable Trusts, alongside donations from members of the public. In 2023/24 we budgeted for Grant Income of £159,040 and £112,019 was received. We budgeted for Donations of £1,400 and £7,473 was actually received. We also received Other Income of £457. The total income we budgeted for was £160,440 and we actually received £119,949.
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	On 31 <sup>st</sup> July 2024, the Charity had £69,235 in bank and cash funds.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity has a policy of holding reserves at any one time amounting to one quarter's expenditure.
Amount of reserves held.	Para 1.22	£22,500
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The activities of the Charity are fully funded up until 30 <sup>th</sup> November 2025. At that point the Charity's continuation depends upon successful applications to grant-making trusts which are in the course of being made.

### Additional information

The charity's principal sources of funds (including any fundraising)	Para 1.47	Albert Hunt Anne French Charitable Trust Anonymous Charles Littlewood Hill Trust
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		<p>Hedley Foundation  The Hilden Charitable Fund  Lloyds Bank Foundation  The National Lottery  New Life  Norfolk Community Fund  Office of the Police and Crime  Commissioner for Norfolk  Paul Bassham Charitable Trust  Postcode Places Trust  R.C. Snellings Charitable Trust  Souter Charitable Trust  Speedomick Foundation  Trusthouse Charitable Foundation  Wychwood Trust</p> <p><b>Funds received to be used in the next financial year:</b>  Alan Boswell  Allen Lane Foundation  Mrs. Smith and Mount  Norfolk Community Foundation  Norwich High Sheriff's Office  Ranworth Trust  STN Trust</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	<ol style="list-style-type: none"> <li>1. Failure to secure the necessary funding.</li> <li>2. Absence due to incapacity or other reason of either the three employees for a prolonged period.</li> </ol>
Other		

### Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Written constitution
How is the charity constituted?	Para 1.25	Constitution dated 21 <sup>st</sup> January 2021
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	Clause 10(1) provides that every Trustee apart from the first Charity's Trustees 'must be appointed for a term of three years by a Resolution passed at a properly convened meeting for Charity Trustees'.

**Additional information**

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Each incoming Trustee is referred to the Charity Commission literature on acting as a Charity Trustee. Additional training is provided as required.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity is affiliated to the national Community Chaplaincy Association.
Relationship with any related parties	Para 1.51	<b>None</b>
Other		

**Reference and Administrative details**

Charity name	Community Chaplaincy Norfolk
Other name the charity uses	None.
Registered charity number	1180579
Charity's principal address	138 Moore Ave., Norwich, NR6 7LQ

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Christopher John Tomlinson	Chair		
2	Martin Trevor Edwards			
3	Paulo Adriano Azeredo Mussi			
4	Paula Callum			
5	Sarah Elizabeth Watson			
6	Bryan Hurst		Appointed 27/07/2023	Community Chaplaincy Norfolk Board of Trustees
7	Claire Watson		Appointed 17/04/2024	Community Chaplaincy Norfolk Board of Trustees
	Stephen Holt		Retired 31/01/2024	
	Paul Mortimer		Retired 26/06/2024	
	Danny Doran-Smith		Retired 30/09/2023	
	Laura Bell		Retired 30/09/2023	

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

Director name		
n/a		

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

Trustee name	Dates acted if not for whole year	
n/a		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a

Details of arrangements for safe custody and segregation of such assets from the charity's own assets

n/a

**Additional information (optional)**

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

Type of adviser	Name	Address
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n/a		
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**Name of chief executive or names of senior staff members (Optional information)**

**Exemptions from disclosure**

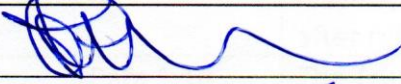
Reason for non-disclosure of key personnel details

**Other optional information**

**Declarations**

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

**Signed on behalf of the charity's trustees**

Signature(s)		
Full name(s)	CHRISTOPHER JOHN TOMKINSON	
Position (e.g., Secretary, Chair, etc)	CHAIR.	
Date	21/11/2024.	

**COMMUNITY CHAPLAINCY NORFOLK**  
Registered Charity No. 1180579  
**Accounts for the Year Ending 31st July 2024**

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total Funds</u> £	<u>2023</u> £
<b>Receipts</b>				
Grants	32,500	79,519	112,019	88,570
Donations	7,423	50	7,473	4,493
Interest Received	457	0	457	0
<b>Total Receipts</b>	<u>40,380</u>	<u>79,569</u>	<u>119,949</u>	<u>93,063</u>
<b>Payments</b>				
<i>Staff Costs:</i>				
Salaries	19,697	44,063	63,760	55,299
Salary Administration	185	406	591	564
Travel	72	646	718	995
Training and Support	889	1,161	2,050	1,070
Other Expenses	0	0	0	60
	<u>20,843</u>	<u>46,276</u>	<u>67,119</u>	<u>57,988</u>
<i>Mentor and Client Costs:</i>				
Travel	95	507	602	614
Training and Support	243	1,174	1,417	1,899
Refreshments and Other Expenses	416	3,389	3,805	2,321
Discretionary and Designated Client Funds	0	14,504	14,504	11,130
	<u>754</u>	<u>19,574</u>	<u>20,328</u>	<u>15,964</u>
<i>Office Costs:</i>				
Insurance	0	1,281	1,281	839
Stationery	173	177	350	276
Telephone	176	352	528	510
Advertising and Publicity	887	3,028	3,915	530
Hire of St. Stephen's	465	1,293	1,758	1,800
Sundry Expenses	22	132	154	135
Subscriptions	88	1,349	1,437	893
Business Development	1,499	0	1,499	970
IT Costs	0	1,340	1,340	0
	<u>3,310</u>	<u>8,952</u>	<u>12,262</u>	<u>5,953</u>
<i>Other Costs:</i>				
Association Fees (CCA)	110	0	110	55
Examination Fee	100	0	100	100
Annual Meetings	685	0	685	101
	<u>895</u>	<u>0</u>	<u>895</u>	<u>256</u>
Purchase of Fixed Assets	1,095	0	1,095	341
<b>Total Payments</b>	<u>26,897</u>	<u>74,802</u>	<u>101,699</u>	<u>80,502</u>
<b>Net Receipts/(Payments)</b>	13,483	4,767	18,250	12,561
<b>Fund Balances brought forward</b>	25,872	25,113	50,985	38,424
Transfers between funds	(711)	711	0	0
<b>Fund Balances carried forward</b>	<u>38,644</u>	<u>30,591</u>	<u>69,235</u>	<u>50,985</u>
<b>Bank and Cash Balances as at 31st July 2024</b>			<u>69,235</u>	<u>50,985</u>

## **Notes to the Accounts for the Year Ending 31st July 2024**

- 1 **Fixed Assets:** The Charity maintains a Fixed Asset Register. Any Fixed Asset over £1,000 will be note Accounts.
- 2 These accounts are prepared using the Receipts and Payments Method, and therefore no Debtors or C are included in these figures.
- 3 **Liabilities:** There are no known liabilities other than usual trading creditors.

4	<b>Restricted and Unrestricted Funds Activity</b>	<b>At 1st Aug 2023</b>	<b>Receipts</b>	<b>Transfers</b>
	<b>Restricted:</b>	£	£	£
	Anonymous	253	0	0
	Client Accommodation Fund	280	50	(250)
	Client Social Fund	114	0	385
	Discretionary Fund	674	0	576
	Lloyds Bank Foundation	1,284	0	0
	The National Lottery 2022	9,989	0	0
	NCF - Ascend Adventure	2,519	(2,519)	0
	Souter Charitable Trust	2,500	0	0
	Speedomick Foundation	2,000	0	0
	RC Snelling Charitable Trust	1,500	0	0
	Paul Bassham Charitable Trust	2,000	0	0
	Charles Littlewood Hill Trust	1,000	0	0
	Hedley Foundation	1,000	0	0
	Hilden Charitable Trust	0	5,000	0
	NCF - Household Support 2023	0	2,000	0
	Albert Hunt	0	2,000	0
	New Life - Client JR	0	2,000	0
	Postcode Places	0	19,995	0
	Allen Lane Foundation	0	4,000	0
	Alan Boswell	0	3,000	0
	Police Commissioner's Office	0	10,000	0
	NCF - Client JS	0	126	0
	Wychwood Trust - Client JS	0	500	0
	The National Lottery 2024	0	17,217	0
	Mrs Smith and Mount	0	3,000	0
	NCF - Household Support 2024	0	5,500	0
	Client JE	0	3,600	0
	Ranworth Trust	0	3,000	0
	NCF - Client LB Deposit	0	600	0
	STN	0	500	0
		<hr/> 25,113	<hr/> 79,569	<hr/> 711
	<b>Unrestricted:</b>			
	General Funds	19,872	7,880	(711)
	Anne French Memorial Trust	1,000	0	0
	Trusthouse Charitable Foundation	5,000	0	0
	Lloyds Bank Foundation 2023	0	25,000	0
	Norwich High Sheriff's Office	0	7,500	0
		<hr/> 25,872	<hr/> 40,380	<hr/> (711)

and in the

creditors

<b>Payments</b>	<b>At 31st</b>
<b>£</b>	<b>£</b>
253	0
80	0
426	73
1,250	0
1,284	0
9,989	0
0	0
2,500	0
2,000	0
1,500	0
2,000	0
1,000	0
1,000	0
5,000	0
2,000	0
2,000	0
2,000	0
19,995	0
0	4,000
0	3,000
10,000	0
126	0
500	0
1,350	15,867
0	3,000
4,949	551
3,600	0
0	3,000
0	600
0	500
<b>74,802</b>	<b>30,591</b>
2,550	24,491
1,000	0
5,000	0
18,347	6,653
0	7,500
<b>26,897</b>	<b>38,644</b>

## **Report to the Trustees of Community Chaplaincy Norfolk**

**Charity number 1180579**

**On accounts for the year ended 31 July 2024**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 July 2024

### **Responsibilities and basis of report**

As the charity 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 Charity'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 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.



Andrew Rose

25 November 2024

9 Turner Close  
Wymondham  
Norfolk  
NR18 ONP

**COMMUNITY CHAPLAINCY - NORFOLK**

England & Wales - Charity number 1180579

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# Accounts

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**Trustees' Annual Report**

**From 1<sup>st</sup> August 2022 to 31<sup>st</sup> July 2023**

**Charity name: Community Chaplaincy Norfolk**

**Charity registration number: 1180579**

**Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	For the benefit of the public and to help ex-offenders, of all faiths and none, to live a life free of crime. Working in the region of East Anglia and alone or in co-operation with any other body, authority or persons, to promote rehabilitation and resettlement by the provision of, particularly but not exclusively, practical support, information, advocacy and pastoral care both within prison and after release in the wider community.
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	The recruitment, training and supervision of volunteer mentors, assessment of potential clients, liaison with the prison authorities, probation and other relevant agencies and allocation of clients to mentors. Providing drop in facility and one-to-one volunteer mentor support to prison leavers, of all faiths and none, prior to and after release from prison.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

**Additional information**

	SORP reference	
Policy on grant making	Para 1.38	n/a

Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	See above for main activities.
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 120	<p>During the period covered by this report, we have worked with 58 prison leavers from 5 different prisons.</p> <p>Mentors have supported some clients to remain in the community, as opposed to returning to custody, for periods more than 465 months. The Ministry of Justice cost of prison report states that one prisoner detained in a Local prison costs £46,696 p/a, suggesting that CCN has had a significant positive impact on costs to society. Individual clients have been supported to address substance misuse, mental and physical ill health, restoration of family relationships and involvement with volunteering / positive activities.</p> <p>During the period we have supported 28 volunteers and mentors. We have also trained other professionals and volunteers from external organisations, equipping them to work more effectively with prison leavers in a wide range of settings.</p> <p>Volunteer mentors have accompanied clients to healthcare, legal and probation meetings, advocating on their behalf and providing pastoral support. Volunteer mentors have encouraged clients to participate in voluntary activities in the local community.</p> <p>Mentors have provided clients with information and access to specialist services regarding financial matters and accommodation.</p> <p>Mentors recorded supporting their clients for a total of 623 hours over the year.</p> <p>Our location within the St Stephen's Church Community Café setting has enabled clients to integrate into society, via informal drop in for mentor sessions.</p>

### Additional information

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	Fundraising objectives for the year were solely focused on a schedule of grant applications to Funders and Charitable Trusts, alongside donations from members of the public. In 2022/23 we budgeted for Grant Income of £ 70,000 and £88,570 was received. We budgeted for Donations of £2,115 and £4,493 was actually received. The total income we budgeted for was £72,115 and we actually received £93,063.
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	On 31 <sup>st</sup> July 2023, the Charity had £50,985 in bank and cash funds.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity has a policy of holding reserves at any one time amounting to one quarter's expenditure.
Amount of reserves held.	Para 1.22	£18,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The activities of the Charity are fully funded up until 31 <sup>st</sup> July 2024. At that point the Charity's continuation depends upon successful applications to grant-making trusts which are in the course of being made.

### Additional information

The charity's principal sources of funds (including any fundraising)	Para 1.47	Lloyds Bank Foundation Barratt Family Charitable Trust Discretionary Fund (Anonymous) Anonymous Norfolk Community Fund Good Work
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		Office of the Police and Crime Commissioner for Norfolk <b>Funds received to be used in the next financial year:</b> Souter Charitable Trust Speedomick Foundation Anne French Charitable Trust R.C. Snellings Charitable Trust Paul Bassham Charitable Trust Charles Littlewood Hill Trust Trusthouse Charitable Foundation Hedley Foundation
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	1. Failure to secure the necessary funding. 2. Absence due to incapacity or other reason of either the three employees for a prolonged period.
Other		

### Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Written constitution
How is the charity constituted?	Para 1.25	Constitution dated 21 <sup>st</sup> January 2021
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	Clause 10(1) provides that every Trustee apart from the first Charity's Trustees 'must be appointed for a term of three years by a Resolution passed at a properly convened meeting for Charity Trustees'.

### Additional information

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Each incoming Trustee is referred to the Charity Commission literature on acting as a Charity Trustee. Additional training is provided as required.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity is affiliated to the national Community Chaplaincy Association.

Relationship with any related parties	Para 1.51	<b>None</b>
Other		

#### Reference and Administrative details

Charity name	Community Chaplaincy Norfolk
Other name the charity uses	None.
Registered charity number	1180579
Charity's principal address	138 Moore Ave., Norwich, NR6 7LQ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Christopher John Tomlinson	Chair		
2	Stephen Holt	Vice Chair		
3	Paulo Adriano Azeredo Mussi			
4	Martin Trevor Edwards			
5	Sarah Elizabeth Watson			
6	Paul Mortimer		Appointed 19/01/2023	Community Chaplaincy Norfolk Board of Trustees
7	Paula Callam		Appointed 01/04/2023	Community Chaplaincy Norfolk Board of Trustees
8	Bryan Hurst		Appointed 27/07/2023	Community Chaplaincy Norfolk Board of Trustees
	Clare Corbett		Retired 31/10/2022	
	Clare Agnew		Retired 16/04/2023	
	Danny Doran-Smith		Retired 30/09/2023	
	Laura Bell		Retired 30/09/2023	

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

Director name		
n/a		

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

Trustee name	Dates acted if not for whole year	
n/a		

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

Description of the assets held in this capacity	n/a
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Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

**Additional information (optional)**

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

Type of adviser	Name	Address
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n/a		
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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

--

**Other optional information**

--

**Declarations**

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

**Signed on behalf of the charity's trustees**

Signature(s)		
Full name(s)		
Position (e.g., Secretary, Chair, etc)		

Date 

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**COMMUNITY CHAPLAINCY NORFOLK**  
Registered Charity No. 1180579  
**Accounts for the Year Ending 31st July 2023**

	<u>Unrestricted</u>	<u>Restricted Funds</u>	<u>Total Funds</u>	<u>2022</u>
	<u>Funds</u>			
	£	£	£	£
<b>Receipts</b>				
Grants	8,250	80,320	88,570	37,548
Donations	1,854	2,639	4,493	25,671
<b>Total Receipts</b>	<u>10,104</u>	<u>82,959</u>	<u>93,063</u>	<u>63,219</u>
<b>Payments</b>				
<i>Staff Costs:</i>				
Salaries	8,357	46,942	55,299	44,810
Salary Administration	0	564	564	504
Travel	0	995	995	505
Training and Support	0	1,070	1,070	1,255
Other Expenses	0	60	60	23
	<u>8,357</u>	<u>49,631</u>	<u>57,988</u>	<u>47,097</u>
<i>Mentor and Client Costs:</i>				
Travel	0	614	614	1,480
Training and Support	0	1,899	1,899	1,175
Refreshments and Other Expenses	0	2,321	2,321	2,488
Discretionary and Designated Client Funds	0	11,130	11,130	4,407
	<u>0</u>	<u>15,964</u>	<u>15,964</u>	<u>9,550</u>
<i>Office Costs:</i>				
Insurance	0	839	839	1,609
Stationery	0	276	276	242
Telephone	0	510	510	470
Advertising	145	385	530	135
Hire of St. Stephen's	0	1,800	1,800	1,525
Sundry Expenses	0	135	135	282
Subscriptions	500	393	893	898
Business Development	970	0	970	200
	<u>1,615</u>	<u>4,338</u>	<u>5,953</u>	<u>5,361</u>
<i>Other Costs:</i>				
Association Fees (CCA)	55	0	55	50
Examination Fee	100	0	100	100
Annual Meetings	101	0	101	114
	<u>256</u>	<u>0</u>	<u>256</u>	<u>264</u>
Purchase of Fixed Assets	341	0	341	1,839
<b>Total Payments</b>	<u>10,569</u>	<u>69,933</u>	<u>80,502</u>	<u>64,111</u>
<b>Net Receipts/(Payments)</b>	(465)	13,026	12,561	(892)
<b>Fund Balances brought forward</b>	26,531	11,893	38,424	39,316
Transfers between funds	(194)	194	0	0
<b>Fund Balances carried forward</b>	<u>25,872</u>	<u>25,113</u>	<u>50,985</u>	<u>38,424</u>
<b>Bank and Cash Balances as at 31st July 2023</b>			<u>50,985</u>	<u>38,424</u>

**Report to the Trustees of Community Chaplaincy Norfolk****Charity number 1180579****On accounts for the year ended 31 July 2023**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 July 2023

**Responsibilities and basis of report**

As the charity 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 Charity'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 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.



Andrew Rose

25 October 2023

9 Turner Close  
Wymondham  
Norfolk  
NR18 ONP

**COMMUNITY CHAPLAINCY - NORFOLK**

England & Wales - Charity number 1180579

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# Accounts

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**Trustees' Annual Report for the period**

**From 1<sup>st</sup> of August 2021 Period start date to 31<sup>st</sup> July 2022 Period end date**

**Charity name: Community Chaplaincy Norfolk**

**Charity registration number: 1180579**

**Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	For the benefit of the public and to help ex-offenders, of all faiths and none, to live a life free of crime. Working in the region of East Anglia and alone or in co-operation with any other body, authority or persons, to promote rehabilitation and resettlement by the provision of, particularly but not exclusively, practical support, information, advocacy and pastoral care both within prison and after release in the wider community.
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	The recruitment, training and supervision of volunteer mentors, assessment of potential clients, liaison with the prison authorities, probation and other relevant agencies and allocation of clients to mentors. Providing drop in facility and one-to-one volunteer mentor support to ex-offenders, of all faiths and none, prior to and after release from prison.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a

Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	See above for main activities.
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>During the period covered by this report, we have worked with 58 ex-offenders from 8 different prisons.</p> <p>Mentors have supported some clients to remain in the community, as opposed to returning to custody, for periods more than 507 months (at the time of writing). The Ministry of Justice cost of prison report states that one prisoner detained in a Local prison costs £48,162 p/a, suggesting that CCN has had a significant positive impact on costs to society. Individual clients have been supported to address substance misuse, mental and physical ill health, restoration of family relationships and involvement with volunteering / positive activities.</p> <p>During the period we have supported 22 volunteer mentors. We have also trained other professionals and volunteers from external organisations, equipping them to work more effectively with ex-offenders in a wide range of settings.</p> <p>Volunteer mentors have accompanied clients to healthcare, legal and probation meetings, advocating on their behalf and providing pastoral support. Volunteer mentors have encouraged clients to participate in voluntary activities in the local community.</p> <p>Mentors have provided clients with information and access to specialist services regarding financial matters and accommodation.</p> <p>Our location within the St Stephen's Church Community Café setting has enabled clients to integrate into society, via informal drop in for mentor sessions.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Covid 19 disruptions to the achievements of the charity		With the general lifting of restrictions much of our work returned to pre Covid practices. However, a few Mentors remained vulnerable and were hesitant about meeting clients face to face. This has improved over the year. Restrictions remain within the prisons; this has affected the ability for access to clients within prison and the availability to obtain legal visits
Actions taken in response to the Covid 19 pandemic.		Mentors and staff have been able to contact Clients in prison by letters and email, which has been essential to maintain those necessary relationships. Mentors were now able to meet clients in the community face to face.
Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	Fundraising objectives for the year were solely focused on a schedule of grant applications to Funders and Charitable Trusts, alongside donations from members of the public. In 2021/22 we budgeted for Grant Income of £ 70,158 and £37,548 was received. We budgeted for Donations of £23,000 and £25,671 was actually received. The total income we budgeted for was £93,158 and we actually received £63,219.
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	On 31 <sup>st</sup> July 2022, the Charity had £38,424 in bank and cash funds.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity has a policy of holding reserves at any one time amounting to one quarter's expenditure.
Amount of reserves held.	Para 1.22	£18,000
Reasons for holding zero reserves	Para 1.22	n/a

Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The activities of the Charity are fully funded up until 30 <sup>th</sup> November 2023. At that point the Charity's continuation depends upon successful applications to grant-making trusts which are in the course of being made.

### 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	Lloyds Bank Foundation Barratt Family Charitable Trust Discretionary Fund (Anonymous) Love Your Neighbour Fund Garfield Weston Anonymous New Life The Jerusalem Trust Norfolk Community Fund Good Work
Covid 19 Effects on the Charity:		The charity has received funding from Lloyds Bank Foundation to cover the ongoing monthly expenses, whilst the direct work of the charity has had to change in many ways. The charity is grateful for this funding to enable it to continue to operate whilst waiting for the restrictive impact of the virus to pass. CCN has benefited from practical support packages attached to the Lloyds Bank Foundation, including consultancy work around strengthening the Board and improving governance. Restricted funds received from organisations before the outbreak of the virus have mostly allowed the charity to extend the date by which the fund should be spent.
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	<ol style="list-style-type: none"> <li>1. Failure to secure the necessary funding.</li> <li>2. Absence due to incapacity or other reason of either the three employees for a prolonged period.</li> </ol>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Written constitution
How is the charity constituted?	Para 1.25	Constitution dated 21 <sup>st</sup> January 2021
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	Clause 10(1) provides that every Trustee apart from the first Charity's Trustees 'must be appointed for a term of three years by a Resolution passed at a properly convened meeting for Charity Trustees'.

### 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	Each incoming Trustee is referred to the Charity Commission literature on acting as a Charity Trustee. Additional training is provided as required.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity is affiliated to the national Community Chaplaincy Association.
Relationship with any related parties	Para 1.51	<b>None</b>
Other		

### Reference and Administrative details

Charity name	Community Chaplaincy Norfolk
Other name the charity uses	None.
Registered charity number	1180579
Charity's principal address	138 Moore Ave., Norwich, NR6 7LQ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rev Matthew Hutton	Chair		
2	Christopher John Tomlinson	Vice Chair		
3	Paulo Adriano Azeredo Mussi			
4	Clare Livia Corbett nee Kybird			
5	Martin Trevor Edwards			
6	Lady Clare Margaret Agnew			
7	Sarah Elizabeth Watson		Appointed 03/02/2022	Community Chaplaincy Norfolk Board of Trustees
8	Danny Doran-Smith		Appointed 03/02/2022	Community Chaplaincy Norfolk Board of Trustees
9	Laura Louise Bell		Appointed 03/02/2022	Community Chaplaincy Norfolk Board of Trustees
10	Stephen Holt		Appointed 03/02/2022	Community Chaplaincy Norfolk Board of Trustees

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

Director name		
n/a		

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

Trustee name	Dates acted if not for whole year	
n/a		

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

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

**Additional information (optional)**

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

Type of adviser	Name	Address
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n/a		
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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**

Signature(s)		
Full name(s)		
Position (e.g., Secretary, Chair, etc)		
Date		

**COMMUNITY CHAPLAINCY NORFOLK**  
Registered Charity No. 1180579  
**Accounts for the Year Ending 31st July 2022**

	<u>Unrestricted</u> Funds £	<u>Restricted Funds</u> £	<u>Total Funds</u> £	2,021 £
<b>Receipts</b>				
Grants	500	37,048	37,548	23,955
Donations	24,871	800	25,671	5,177
<b>Total Receipts</b>	<u>25,371</u>	<u>37,848</u>	<u>63,219</u>	<u>29,132</u>
<b>Payments</b>				
<i>Staff Costs:</i>				
Salaries	14,243	30,567	44,810	28,801
Salary Administration	42	462	504	507
Travel	107	398	505	465
Training and Support	82	1,173	1,255	463
Other Expenses	0	23	23	74
	<u>14,474</u>	<u>32,623</u>	<u>47,097</u>	<u>30,310</u>
<i>Mentor and Client Costs:</i>				
Travel	209	1,271	1,480	902
Training and Support	0	1,175	1,175	0
Refreshments and Other Expenses	650	1,838	2,488	617
Discretionary and Designated Client Funds	0	4,407	4,407	549
	<u>859</u>	<u>8,691</u>	<u>9,550</u>	<u>2,068</u>
<i>Office Costs:</i>				
Insurance	124	1,485	1,609	557
Stationery	0	242	242	212
Telephone	36	434	470	464
Advertising	65	70	135	180
Hire of St. Stephen's	100	1,425	1,525	1,200
Sundry Expenses	0	282	282	213
Subscriptions	0	898	898	469
Business Development	200	0	200	1,200
	<u>525</u>	<u>4,836</u>	<u>5,361</u>	<u>4,495</u>
<i>Other Costs:</i>				
Association Fees (CCA)	50	0	50	125
Examination Fee	100	0	100	100
Annual Meetings	114	0	114	0
	<u>264</u>	<u>0</u>	<u>264</u>	<u>225</u>
Purchase of Fixed Assets	1,839	0	1,839	179
<b>Total Payments</b>	<u>17,961</u>	<u>46,150</u>	<u>64,111</u>	<u>37,277</u>
<b>Net Receipts/(Payments)</b>	7,410	-8,302	-892	-8,145
<b>Fund Balances brought forward</b>	20,621	18,695	39,316	47,461
Transfers between funds	-1,500	1,500	0	0
<b>Fund Balances carried forward</b>	<u>26,531</u>	<u>11,893</u>	<u>38,424</u>	<u>39,316</u>
<b>Bank and Cash Balances as at 31st July 2022</b>			<u>38,424</u>	<u>39,316</u>

**Notes to the Accounts for the Year Ending 31st July 2022**

**1 Assets Retained for the Charity's Own Use:**

Filing Cabinet  
Mobile Phones x 3  
Laptops x 9

**2** These accounts are prepared using the Receipts and Payments Method

**3 Liabilities:** There are no known liabilities

**4 Restricted Funds Allocation**

	<u>Receipts</u>	<u>Payments</u>
	£	£
Anonymous	10,000	18,803
Client Accommodation Fund	800	400
Client Social Fund	0	194
Discretionary Fund	148	1,678
Garfield Weston	0	6,290
Lloyds Bank Foundation	25,000	16,456
Love Your Neighbour	0	0
New Life	-800	669
Norfolk Community Foundation	2,700	1,660
	<u>37,848</u>	<u>46,150</u>

**5 Restricted and Unrestricted Funds Activity**

	<u>At 1st</u>				<u>At 31st</u>
	<u>Aug 2021</u>	<u>Receipts</u>	<u>Transfers</u>	<u>Payments</u>	<u>Jul 2022</u>
	£	£	£	£	£
<b>Restricted:</b>					
Anonymous	10,000	10,000	0	18,803	1,197
Client Accommodation Fund	0	800	0	400	400
Client Social Fund	0	0	500	194	306
Discretionary Fund	813	148	1,101	1,678	384
Garfield Weston	6,290	0	0	6,290	0
Lloyds Bank Foundation	0	25,000	0	16,456	8,544
Love Your Neighbour	92	0	-92	0	0
New Life	1,500	-800	-31	669	0
Norfolk Community Foundation	0	2,700	22	1,660	1,062
	<u>18,695</u>	<u>37,848</u>	<u>1,500</u>	<u>46,150</u>	<u>11,893</u>
<b>Unrestricted:</b>					
Barratt Family Charitable Trust	1,000	500	0	1,000	500
General Funds	19,621	4,871	-1,500	5,318	17,674
Good Work	0	20,000	0	11,643	8,357
	<u>20,621</u>	<u>25,371</u>	<u>-1,500</u>	<u>17,961</u>	<u>26,531</u>

**Report to the Trustees of Community Chaplaincy Norfolk**

**Charity number 1180579**

**On accounts for the year ended 31 July 2022**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 July 2022

**Responsibilities and basis of report**

As the charity 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 Charity'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 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.



Andrew Rose

24 October 2022

9 Turner Close  
Wymondham  
Norfolk  
NR18 0NP

**COMMUNITY CHAPLAINCY - NORFOLK**

England & Wales - Charity number 1180579

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# Accounts

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**Report to the Trustees of Community Chaplaincy Norfolk**

**Charity number 1180579**

**On accounts for the year ended 31 July 2021**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 July 2021

**Responsibilities and basis of report**

As the charity 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 Charity'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 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.



Andrew Rose

18 October 2021

9 Turner Close  
Wymondham  
Norfolk  
NR18 0NP

**COMMUNITY CHAPLAINCY NORFOLK**  
Registered Charity No. 1180579  
**Accounts for the Year Ending 31st July 2021**

	<u>Unrestricted</u> Funds £	<u>Restricted Funds</u> £	<u>Total Funds</u> £	2,020 £
<b>Receipts</b>				
Grants	1,000	22,955	23,955	60,981
Donations	5,177	0	5,177	3,400
<b>Total Receipts</b>	<u>6,177</u>	<u>22,955</u>	<u>29,132</u>	<u>64,381</u>
<b>Payments</b>				
<i>Staff Costs:</i>				
Salaries	7,725	21,076	28,801	24,785
Salary Administration	213	294	507	504
Travel	287	178	465	834
Training	235	228	463	117
Refreshments and Other Expenses	0	74	74	232
	<u>8,460</u>	<u>21,850</u>	<u>30,310</u>	<u>26,472</u>
<i>Mentor and Client Costs:</i>				
Travel	311	591	902	1,319
Training and Support	0	0	0	921
Refreshments and Other Expenses	140	477	617	257
Discretionary and Designated Client Funds	0	549	549	0
	<u>451</u>	<u>1,617</u>	<u>2,068</u>	<u>2,497</u>
<i>Trustee Costs:</i>				
Travel and Expenses	0	0	0	313
<i>Office Costs:</i>				
Insurance	249	308	557	579
Stationery	161	51	212	414
Printing	0	0	0	350
Telephone	172	292	464	499
Advertising	180	0	180	145
Hire of St. Stephen's	500	700	1,200	550
Repairs and Renewals	0	213	213	75
Publicity	0	0	0	679
Subscriptions	148	321	469	626
Business Development	400	800	1,200	1,770
	<u>1,810</u>	<u>2,685</u>	<u>4,495</u>	<u>5,687</u>
<i>Other Costs:</i>				
Association Fees (CCA)	0	125	125	175
Examination Fee	100	0	100	100
Annual Meetings	0	0	0	535
	<u>100</u>	<u>125</u>	<u>225</u>	<u>810</u>
Purchase of Fixed Assets	179	0	179	0
<b>Total Payments</b>	<u>11,000</u>	<u>26,277</u>	<u>37,277</u>	<u>35,779</u>
<b>Net Receipts/(Payments)</b>	-4,823	-3,322	-8,145	28,602
<b>Fund Balances brought forward</b>	25,444	22,017	47,461	18,859
<b>Fund Balances carried forward</b>	<u>20,621</u>	<u>18,695</u>	<u>39,316</u>	<u>47,461</u>
<b>Bank Account Balance as at 31st July 2021</b>			<u>39,316</u>	<u>47,461</u>

M. Hutton

REV MATTHEW HUTTON DL, Chair of Trustees  
17 September 2021

## Notes to the Accounts for the Year Ending 31st July 2021

**1 Assets Retained for the Charity's Own Use:**

Filing Cabinet  
Mobile Phones x 3  
Laptops x 6

**2** These accounts are prepared using the Receipts and Payments Method

**3** **Liabilities:** There are no known liabilities

**4** **Restricted Funds Allocation**

	<u>Receipts</u>	<u>Payments</u>
	£	£
The National Lottery	0	8,955
The Geoffrey Watling Charity	0	3,775
Lloyds Bank Foundation	0	9,287
Discretionary Fund	1,000	187
Love Your Neighbour Fund	280	188
Charles Watt Fund	175	175
Garfield Weston	10,000	3,710
Anonymous	10,000	0
New Life	1,500	0
	<u>22,955</u>	<u>26,277</u>

**5** **Restricted and Unrestricted Funds Activity**

	<u>At 1st</u>			<u>At 31st</u>
	<u>Aug 2020</u>	<u>Receipts</u>	<u>Payments</u>	<u>Jul 2021</u>
	£	£	£	£
<b>Restricted:</b>				
The National Lottery	8,955	0	8,955	0
The Geoffrey Watling Charity	3,775	0	3,775	0
Lloyds Bank Foundation	9,287	0	9,287	0
Discretionary Fund - Anonymous	0	1,000	187	813
Love Your Neighbour Fund	0	280	188	92
Charles Watt Fund	0	175	175	0
Garfield Weston	0	10,000	3,710	6,290
Anonymous	0	10,000	0	10,000
New Life	0	1,500	0	1,500
	<u>22,017</u>	<u>22,955</u>	<u>26,277</u>	<u>18,695</u>
<b>Unrestricted:</b>				
General Funds	14,944	5,177	500	19,621
Barratt Family Charitable Trust	1,000	1,000	1,000	1,000
The Charles Littlewood Hill Trust	2,500	0	2,500	0
Paul Bassham Charitable Trust	2,000	0	2,000	0
Anne French Memorial Trust	5,000	0	5,000	0
	<u>25,444</u>	<u>6,177</u>	<u>11,000</u>	<u>20,621</u>



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the Year**

**From 1<sup>st</sup> August 2020 to 31<sup>st</sup> July 2021**

**Charity name: Community Chaplaincy Norfolk**

**Charity registration number: 1180579**

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To relieve the needs of ex-offenders, of all faiths and none, for the public benefit, by helping them to live a life free from crime and to fulfil their aspirations for their lives, enabling their integration into society and their local communities, for the benefit of all of the individual, their family and friends and the wider public. The CIO will operate in the region of East Anglia and, whether alone or in co-operation with other bodies, authorities or persons, will work towards those ex-offenders becoming socially included, in particular but not exclusively through providing practical support, information, advocacy and pastoral care both within prison and after release in the wider community.
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	The recruitment, training and supervision of volunteer mentors, assessment of potential clients, liaison with the prison authorities, probation and other relevant agencies and allocation of clients to mentors. Providing drop in facility and one-to-one volunteer mentor support to ex-offenders, of all faiths and none, prior to and after release from prison.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	See above for main activities.
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>During the period covered by this Report, we have worked with 53 ex-offenders from five different prisons.</p> <p>Mentors have supported some clients to remain in the community, as opposed to returning to custody, for periods more than 276 months. The Ministry of Justice cost of prison report states that one prisoner detained in a Local prison costs £43,503 <i>per annum</i>, suggesting that CCN has had a significant positive impact on costs to society. Individual clients have been supported to address substance misuse, mental and physical ill health, restoration of family relationships and involvement with volunteering / positive activities.</p> <p>During the period we have supported 23 volunteer mentors. We have also trained other professionals and volunteers from external organisations, equipping them to work more effectively with ex-offenders in a wide range of settings.</p> <p>Volunteer mentors have accompanied clients to healthcare, legal and probation meetings, advocating on their behalf and providing pastoral support. Volunteer mentors have encouraged clients to participate in voluntary activities in the local community.</p> <p>Mentors have provided clients with information and access to specialist</p>

		<p>services regarding financial matters and accommodation.</p> <p>Our location within the St Stephen's Church Community Café setting has enabled clients to integrate into society, via informal drop in for mentor sessions.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

<p><b>Covid 19 disruptions to the achievements of the charity</b></p> <p>For the whole of the reporting period the work of CCN has been disrupted by the Covid-19 virus.</p> <p>Trustees, Staff, Mentors and Clients have all been affected.</p>		<p>Staff and mentors have been unable to meet with clients face-to-face for much of this period. Indeed, some mentors have not done so at all, due to their vulnerability, and need of isolating. Vulnerable clients have had less direct access to essential services due to Covid-19 related closures.</p> <p>Access to HMP Norwich was disallowed for several months.</p> <p>Use of St. Stephen's Church, Norwich has been limited over this period, due to venue closure.</p> <p>Face to face Group Mentor Support sessions have ceased.</p> <p>Volunteer morale has been impacted by the reduced opportunity for client facing work.</p> <p>Trustees' meetings in person have ceased for most of the reporting period.</p> <p>Monthly meetings in person between the Chair and the Manager and the Accounts Manager have ceased for most of the reporting period.</p>
<p><b>Actions taken in response to the Covid 19 pandemic.</b></p>		<p>Mentors and staff have been able to contact clients by telephone and email, which has been essential to maintain those necessary relationships.</p> <p>Mentors were able to meet clients in the open air, including making use of the outdoor seating at St. Stephen's Church.</p> <p>Staff liaised with HMP Norwich, HMP Wayland and HMP Peterborough staff to enable telephone and email assessments for new clients.</p> <p>Personal Protective Equipment has been purchased for use at St. Stephen's, for use by staff, mentors, and clients.</p> <p>CCN purchased a Zoom subscription to enable Trustees', staff, mentors and other meetings to continue. The training of mentors was</p>

		<p>completed by our Manager and Administrator via Zoom.</p> <p>Group Mentor Support Meetings have been held via Zoom.</p> <p>Most meetings between Trustees and Staff have taken place online, enabling contact to be continued, discussions to be aired, and decisions to be made.</p>
Achievements against objectives set	Para 1.41	<p>Objective 1: Consolidating and developing the relationship with prison authorities, referring agencies and chaplaincies – Achieved consistent liaison, began work on an Information Sharing Agreement with HMPPS, created referral and risk assessment forms.</p> <p>Objective 2: Improved client referral and engagement process – Achieved clear referral criteria and process, set up a pen pal scheme as an alternative to mentoring for some clients, declined short notice referrals where appropriate, increased multi-agency working.</p> <p>Objective 3: Improve knowledge of available services, statutory and charitable – Achieved set up of quarterly network forum for professionals ‘Caring for ex-offenders’, invited relevant guest speakers to Mentor support meetings, sent regular Mentor newsletters and added to the Resource section of the Mentors Area on CCN Website.</p> <p>Objective 4: Improve partnership working particularly with providers of accommodation, voluntary work, and job opportunities - Regular correspondence with accommodation providers including attendance at Greater Norwich Homelessness Forum, regular contact with DWP Complex needs and Prison Job Coaches and built relationship with ACE Training.</p> <p>Objective 5: Development of peer support for Mentors and Clients – Achieved regular Mentor meetings, established plan for regular drop in at St Stephen’s (effective from August 2021), Held CCN Social event for clients, Trustees, Staff and Mentors.</p> <p>Objective 6: Developing ‘Friends of CCN’ – Achieved creation of a page on CCN website about Friends including a facility for regular donations, initiated Social Media presence, sent out Quarterly Supporters Newsletter and bi-monthly Prayer Newsletter.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>Fundraising objectives for the year were solely focused on a schedule of grant applications to Funders and Charitable Trusts, alongside donations from members of the public. In 2020/21 we budgeted for Grant Income of £51,000 and £23,955 was received.</p>

		<p>We budgeted for Donations of £2,000 and £5,177 was actually received. This includes funds raised by participation in an additional fundraising event, Walking for Norfolk, totalling £1,209.04 including Gift Aid.</p> <p>The total income we budgeted for was £53,000 and we actually received £29,132.</p>
Investment performance against objectives	Para 1.41	n/a
Other		

### Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	On 31 <sup>st</sup> July 2021, the Charity had £39,316 on deposit.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity has a policy of holding reserves at any one time amounting to one quarter's expenditure.
Amount of reserves held	Para 1.22	£15,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The activities of the Charity are fully funded up until 31 <sup>st</sup> March 2022. At that point the Charity's continuation depends upon successful applications to grant-making trusts which are in the course of being made.

### 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	<p>Lloyds Bank Foundation  The National Lottery  The Geoffrey Watling Charity  Barratt Family Charitable Trust  The Charles Littlewood Hill Trust  Paul Bassham Charitable Trust  Anne French Memorial Trust  Discretionary Fund (Anonymous)  Love Your Neighbour Fund  Charles Watt Fund  Garfield Weston  Anonymous  New Life</p>
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Covid 19 Effects on the Charity:		The charity has received specific funding from Lloyds Bank Foundation to cover the ongoing monthly expenses, insofar as affected by Covid 19, which has led to the direct work of the charity having had to change in a variety of ways. The charity is grateful for this funding to enable it to continue to operate whilst waiting for the restrictive impact of the virus to pass. CCN has also benefited from practical support packages attached to the Lloyds Bank Foundation, including consultancy work around strengthening the Board and improving governance. Restricted funds received from organisations before the outbreak of the virus have mostly allowed the charity to extend the date by which the Lloyds Bank Foundation grant was originally to have been spent.
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	<ol style="list-style-type: none"> <li>1. Failure to secure necessary funding.</li> <li>2. Absence due to incapacity or other reason of either of the three employees for a prolonged period.</li> </ol>
Other		

### Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Written Constitution
How is the charity constituted?	Para 1.25	Constitution dated 15 <sup>th</sup> August 2018, as updated on 21 <sup>st</sup> January 2021
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	Clause 10(1) provides that every Trustee apart from the first Trustees 'must be appointed for a term of three years by a Resolution passed at a properly convened meeting for Charity Trustees'.

Governance issues		On 10 <sup>th</sup> June 2021 the Trustees resolved unanimously to adopt the Charity Governance Code for Smaller Charities, subject to the caveat that at that time they could not 'tick all the boxes'. The Trustees resolved to work towards compliance within the year to end 31 <sup>st</sup> July 2022, insofar as as the provisions of the Code are appropriate to CCN. CCN's approach to risk is in line with regulatory requirements.
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#### 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	Each incoming Trustee is referred to the Charity Commission literature on acting as a Charity Trustee. The Chair Rev Matthew Hutton, who is a retired solicitor, will provide training to the new Trustee(s) if this is not provided from outside.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity is affiliated to the national Community Chaplaincy Association.
Relationship with any related parties	Para 1.51	None
Other		

#### Reference and Administrative details

Charity name	Community Chaplaincy Norfolk
Other name the charity uses	None.
Registered charity number	1180579
Charity's principal address	138 Moore Ave., Norwich, NR6 7LQ

#### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Rev Matthew Hutton	Chair		
2 Christopher John Tomlinson			

3	Paulo Adriano Azeredo Mussi		
4	Clare Livia Kybird		
5	Martin Trevor Edwards		
6	Lady Clare Margaret Agnew		

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

<b>Director name</b>	
n/a	

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

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>
n/a	

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

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

**Additional information (optional)**

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

Type of adviser	Name	Address
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n/a		
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**Name of chief executive or names of senior staff members (Optional information)**

Melanie Wheeler, Manager.
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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>		
<b>Full name(s)</b>	Matthew Charles Arthur Hutton	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	

**Date** 17<sup>th</sup> September 2021