

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>	<u>Restricted Funds</u>	<u>Total Funds</u>	<u>2,020</u>
	<u>Funds</u>			
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Receipts				
Grants	1,000	22,955	23,955	60,981
Donations	5,177	0	5,177	3,400
Total Receipts	6,177	22,955	29,132	64,381
Payments				
<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
	8,460	21,850	30,310	26,472
<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
	451	1,617	2,068	2,497
<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
	1,810	2,685	4,495	5,687
<i>Other Costs:</i>				
Association Fees (CCA)	0	125	125	175
Examination Fee	100	0	100	100
Annual Meetings	0	0	0	535
	100	125	225	810
Purchase of Fixed Assets	179	0	179	0
Total Payments	11,000	26,277	37,277	35,779
Net Receipts/(Payments)	-4,823	-3,322	-8,145	28,602
Fund Balances brought forward	25,444	22,017	47,461	18,859
Fund Balances carried forward	20,621	18,695	39,316	47,461
Bank Account Balance as at 31st July 2021			39,316	47,461

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>
	£	£	£	£
Restricted:				
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>
Unrestricted:				
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 1st August 2020 to 31st 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>Covid 19 disruptions to the achievements of the charity</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>Actions taken in response to the Covid 19 pandemic.</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 st 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 st 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</p> <p>The National Lottery</p> <p>The Geoffrey Watling Charity</p> <p>Barratt Family Charitable Trust</p> <p>The Charles Littlewood Hill Trust</p> <p>Paul Bassham Charitable Trust</p> <p>Anne French Memorial Trust</p> <p>Discretionary Fund (Anonymous)</p> <p>Love Your Neighbour Fund</p> <p>Charles Watt Fund</p> <p>Garfield Weston</p> <p>Anonymous</p> <p>New Life</p>
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Covid 19 Effects on the Charity:		<p>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.</p> <p>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.</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"> 1. Failure to secure necessary funding. 2. Absence due to incapacity or other reason of either of 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 15 th August 2018, as updated on 21 st 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 th 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 st 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

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
n/a		

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

Melanie Wheeler, Manager.

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)	Matthew Charles Arthur Hutton	
Position (eg Secretary, Chair, etc)	Chair	
Date	17 th September 2021	