



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

**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	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 (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**UnrestrictedFunds£Restricted Funds£Total Funds£

2,021

£**Receipts**

Grants	500	37,048	37,548	23,955
Donations	24,871	800	25,671	5,177
<b>Total Receipts</b>	<b>25,371</b>	<b>37,848</b>	<b>63,219</b>	<b>29,132</b>

**Payments***Staff Costs:*

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
	<b>14,474</b>	<b>32,623</b>	<b>47,097</b>	<b>30,310</b>

*Mentor and Client Costs:*

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
	<b>859</b>	<b>8,691</b>	<b>9,550</b>	<b>2,068</b>

*Office Costs:*

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
	<b>525</b>	<b>4,836</b>	<b>5,361</b>	<b>4,495</b>

*Other Costs:*

Association Fees (CCA)	50	0	50	125
Examination Fee	100	0	100	100
Annual Meetings	114	0	114	0
	<b>264</b>	<b>0</b>	<b>264</b>	<b>225</b>

Purchase of Fixed Assets	1,839	0	1,839	179
<b>Total Payments</b>	<b>17,961</b>	<b>46,150</b>	<b>64,111</b>	<b>37,277</b>

<b>Net Receipts/(Payments)</b>	<b>7,410</b>	<b>-8,302</b>	<b>-892</b>	<b>-8,145</b>
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<b>Fund Balances brought forward</b>	<b>20,621</b>	<b>18,695</b>	<b>39,316</b>	<b>47,461</b>
Transfers between funds	-1,500	1,500	0	0
<b>Fund Balances carried forward</b>	<b>26,531</b>	<b>11,893</b>	<b>38,424</b>	<b>39,316</b>

<b>Bank and Cash Balances as at 31st July 2022</b>			<b>38,424</b>	<b>39,316</b>
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## 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

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Wymondham  
Norfolk  
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