



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report

From 1st August 2022 to 31st 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 st 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 st 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 Funds received to be used in the next financial year: 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 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 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	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	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

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

	<u>Unrestricted</u>			
	<u>Funds</u>	<u>Restricted Funds</u>	<u>Total Funds</u>	<u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Receipts				
Grants	8,250	80,320	88,570	37,548
Donations	1,854	2,639	4,493	25,671
Total Receipts	10,104	82,959	93,063	63,219
Payments				
<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
	8,357	49,631	57,988	47,097
<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
	0	15,964	15,964	9,550
<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
	1,615	4,338	5,953	5,361
<i>Other Costs:</i>				
Association Fees (CCA)	55	0	55	50
Examination Fee	100	0	100	100
Annual Meetings	101	0	101	114
	256	0	256	264
Purchase of Fixed Assets	341	0	341	1,839
Total Payments	10,569	69,933	80,502	64,111
Net Receipts/(Payments)	(465)	13,026	12,561	(892)
Fund Balances brought forward	26,531	11,893	38,424	39,316
Transfers between funds	(194)	194	0	0
Fund Balances carried forward	25,872	25,113	50,985	38,424
Bank and Cash Balances as at 31st July 2023			50,985	38,424

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