



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report

From 1st August 2023 to 31st July 2024

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 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 st 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 th 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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		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 Funds received to be used in the next financial year: Alan Boswell Allen Lane Foundation Mrs. Smith and Mount Norfolk Community Foundation Norwich High Sheriff's Office Ranworth Trust STN Trust
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	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

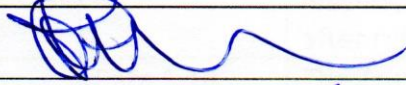
Reason for non-disclosure of key personnel details

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> £
Receipts				
Grants	32,500	79,519	112,019	88,570
Donations	7,423	50	7,473	4,493
Interest Received	457	0	457	0
Total Receipts	<u>40,380</u>	<u>79,569</u>	<u>119,949</u>	<u>93,063</u>
Payments				
<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
Total Payments	<u>26,897</u>	<u>74,802</u>	<u>101,699</u>	<u>80,502</u>
Net Receipts/(Payments)	13,483	4,767	18,250	12,561
Fund Balances brought forward	25,872	25,113	50,985	38,424
Transfers between funds	(711)	711	0	0
Fund Balances carried forward	<u>38,644</u>	<u>30,591</u>	<u>69,235</u>	<u>50,985</u>
Bank and Cash Balances as at 31st July 2024			<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	Restricted and Unrestricted Funds Activity	At 1st Aug		
		2023	Receipts	Transfers
	Restricted:	£	£	£
	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
		25,113	79,569	711
	Unrestricted:			
	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
		25,872	40,380	(711)

d in the

creditors

Payments	At 31st Jul 2024
£	£
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
74,802	30,591
2,550	24,491
1,000	0
5,000	0
18,347	6,653
0	7,500
26,897	38,644

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
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