



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report

From 1st August 2024 to 31st 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 st 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
--	-----------	--

		<p>Norwich High Sheriff's Office Office of the Police and Crime Commissioner for Norfolk Ranworth Trust STN Trust</p> <p>Funds received to be used in the next financial year:</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"> 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: 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	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 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

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		

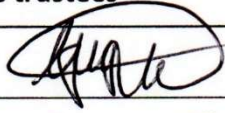
Funds held as custodian trustees on behalf of others

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

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)	Guy POYNER	
Position (e.g., Secretary, Chair, etc)	TRUSTEE	

Date 11/02/2026

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

	<u>Unrestricted</u>	<u>Restricted Funds</u>	<u>Total Funds</u>	<u>2024</u>
	<u>Funds</u>			
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Receipts				
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
Total Receipts	62,111	9,800	71,911	119,949
Payments				
<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
	35,986	34,320	70,306	67,119
<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
	1,842	3,360	5,202	20,328
<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
	4,264	1,851	6,115	11,920
<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
	199	186	385	1,237
Purchase of Fixed Assets	534	0	534	1,095
Total Payments	42,825	39,717	82,542	101,699
Net Receipts/(Payments)	19,286	(29,917)	(10,631)	18,250
Fund Balances brought forward	38,717	30,518	69,235	50,985
Transfers between funds	0	0	0	0
Fund Balances carried forward	58,003	601	58,604	69,235
Bank and Cash Balances as at 31st July 2025			58,604	69,235

Jo Gillies-Wheatley
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
	Restricted:	£	£	£	£	£
	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
	Total Restricted Funds	30,518	9,800	0	39,717	601
	Designated:					
	Client Social Fund	73		427	271	229
	Discretionary Fund	0		1,000	82	918
	Total Designated Funds	73	0	1,427	353	1,147
	Unrestricted:					
	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
	Total Unrestricted Funds	38,644	62,111	(1,427)	42,472	56,856
	Total Unrestricted and Designed Funds	38,717	62,111	0	42,825	58,003

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.

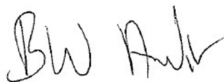
Independent examiner's statement

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
Accounts for the Year Ending 31st July 2025

	<u>Unrestricted</u>	<u>Restricted Funds</u>	<u>Total Funds</u>	<u>2024</u>
	<u>Funds</u>			
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Receipts				
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
Total Receipts	62,111	9,800	71,911	119,949
Payments				
<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
	35,986	34,320	70,306	67,119
<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
	1,842	3,360	5,202	20,328
<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
	4,264	1,851	6,115	11,920
<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
	199	186	385	1,237
Purchase of Fixed Assets	534	0	534	1,095
Total Payments	42,825	39,717	82,542	101,699
Net Receipts/(Payments)	19,286	(29,917)	(10,631)	18,250
Fund Balances brought forward	38,717	30,518	69,235	50,985
Transfers between funds	0	0	0	0
Fund Balances carried forward	58,003	601	58,604	69,235
Bank and Cash Balances as at 31st July 2025			58,604	69,235

Jo Gutter 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.

	<u>At 1st Aug</u>				<u>At 31st Jul</u>
4 Restricted, Designated and Unrestricted Funds Activity	<u>2024</u>	<u>Receipts</u>	<u>Transfers</u>	<u>Payments</u>	<u>2025</u>
Restricted:	£	£	£	£	£
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
Total Restricted Funds	30,518	9,800	0	39,717	601
Designated:					
Client Social Fund	73		427	271	229
Discretionary Fund	0		1,000	82	918
Total Designated Funds	73	0	1,427	353	1,147
Unrestricted:					
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
Total Unrestricted Funds	38,644	62,111	(1,427)	42,472	56,856
Total Unrestricted and Designed Funds	38,717	62,111	0	42,825	58,003

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.

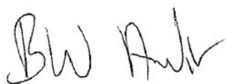
Independent examiner's statement

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