

NORWICH ZEN BUDDHIST PRIORY

England & Wales · Charity number 1190154

Details

Other names	NORWICH BUDDHIST PRIORY
Status	Registered
Legal form	CIO
Registered	2020-06-29
Register	View on the Charity Commission register

Contact

Address	23 Hellesdon Road Norwich NR6 5EB
Phone	01603 219464
Email	info@norwichzen.org.uk
Website	www.norwichzen.org.uk

Activities

Objects: THE OBJECTS OF THE CIO ARE TO ADVANCE THE BUDDHIST RELIGION FOR THE PUBLIC BENEFIT IN ACCORDANCE WITH THE DOCTRINES AND PRINCIPLES OF THE BUDDHIST FAITH, IN PARTICULAR THE SERENE REFLECTION MEDITATION SCHOOL OF BUDDHISM (ALSO KNOWN AS SOTO ZEN BUDDHISM). TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE SUBJECT OF MEDITATION AND THE TEACHINGS OF BUDDHISM, IN PARTICULAR (BUT NOT EXCLUSIVELY) BY SUPPORTING AND ENCOURAGING THE STUDY AND PRACTICE OF BUDDHIST MEDITATION. EXCEPTING THE STUDY OF RELIGIONS FOR PURPOSES OF COMPARISON, ONLY THE SERENE REFLECTION MEDITATION SCHOOL OF BUDDHISM SHALL BE TAUGHT OR PRACTISED AT THE NORWICH ZEN BUDDHIST PRIORY.

Activities: NORWICH ZEN BUDDHIST PRIORY PROMOTES THE PRACTICE OF SERENE REFLECTION MEDITATION (SOTO ZEN BUDDHISM). IT OFFERS TEACHING AND SUPPORT AND PROVIDES A PLACE WHERE PEOPLE CAN PRACTISE MEDITATION. THE SCHEDULE INCLUDES MEDITATION DAYS AND RETREATS, CEREMONIES AND TALKS/DISCUSSIONS ON BUDDHIST PRACTICE, AS WELL AS INTRODUCTORY EVENTS. THE PRIORY FUNCTIONS WITHIN THE ORDER OF BUDDHIST CONTEMPLATIVES.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- Cambridgeshire
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2026-03-31	£27,573	£13,385	-	-
2025-03-31	£126,516	£19,957	-	-
2024-03-31	£26,044	£14,127	-	-
2023-03-31	£27,033	£11,960	-	-
2022-03-31	£37,199	£19,113	-	-
2021-03-31	£115,246	£7,484	-	-

Trustees

Name	Role	Appointed
Rev Gillian Frances Houn Leoma Hague	Chair	2020-06-29
CHRISTINE MARY YEOMANS		2020-06-29
CHRISTOPHER DAVID LOUKES		2020-06-29
Rev MARY CAROLINE HOUN ALICIA ROWE		2023-03-08

NORWICH ZEN BUDDHIST PRIORY

England & Wales - Charity number 1190154

Accounts

Registered charity number 1190154

Norwich Zen Buddhist Priory

Trustees' Annual Report

**for the period
from 1st April 2024
to 31st March 2025**

Norwich Zen Buddhist Priory
Report of the Board of Trustees
for the period from 1st April 2024 to 31st March 2025

Reference and administration details

Charity name	Norwich Zen Buddhist Priory
Charity's principal address	23 Hellesdon Road Norwich NR6 5EB
Registered charity number	1190154
Date of registration	29 th June 2020
Governing document	Constitution dated 29 th June 2020
Trustees for the charity	Rev. Gillian Frances Houn Leoma Hague (Chair & Secretary) Rev. Mary Caroline Houn Alicia Rowe Mr. Christopher David Loukes (Treasurer) Ms. Christine Mary Yeomans
Accountant	James Gore-Langton FCCA DChA Garth Outertown Stromness Orkney KW16 3JP
Bankers	Lloyds Bank plc Walthamstow Branch PO Box 1000 BX1 1LT

**Norwich Zen Buddhist Priory
Report of the Board of Trustees
for the period from 1st April 2024 to 31st March 2025**

Charity structure, governance and management

Description of the charity's structure

Norwich Zen Buddhist Priory is a charitable incorporated organisation (CIO) governed by a Constitution dated 29th June 2020. It was set up to replace the charitable trust Norwich Buddhist Priory (registered charity number: 1155077). On 1st October 2020, all of the assets of the latter charity were transferred to Norwich Zen Buddhist Priory, to be used for similar purposes to those of the trust.

The charity's trustees are appointed by the body of trustees. All trustees are either members in good standing of the Order of Buddhist Contemplatives or long-term members of the congregation (someone who has taken lay ordination within the Order of Buddhist Contemplatives and has subsequently been associated with the Order for at least five years). The first trustees were four in number and they were: Rev. Leoma Hague (the Prior of Norwich Zen Buddhist Priory), Rev. Saido Kennaway, Christopher Loukes and Christine Yeomans. In March 2023, Rev. Saido Kennaway died and Rev. Alicia Rowe was appointed as a trustee in his place.

Charity history

Norwich Zen Buddhist Priory is a temple of the Order of Buddhist Contemplatives, practising in the Sōtō Zen tradition of Buddhism (also called Serene Reflection Meditation), which originated in China and was transmitted to Japan. It emphasises the practice of meditation (zazen), living by the Buddhist Precepts and acting from the heart of compassion, love and wisdom in one's daily life. In zazen, one sits still in the present moment with an alert and all-accepting mind, allowing feelings and thoughts to arise and fall away naturally, without holding on to them or trying to push them away. Within the Sōtō Zen school there are many teaching lines and each has its own particular flavour. Serene Reflection Meditation is the name used for this practice by those who follow the Sōtō Zen lineage which was brought from Japan by Rev. Master Jiyu-Kennett. She was an English woman who trained at one of the two head temples of the Sōtō Zen Church in Japan. After qualifying as a Master and Teacher she was requested by her western disciples and the Sōtō Zen Church in Japan to spread the teaching in the West. She founded the Order of Buddhist Contemplatives to act as the international administrative and support organisation for the monks and lay ministers practising within the Serene Reflection Meditation tradition.

Over the years, throughout the UK, affiliated local meditation groups have been formed by those who consider themselves members of the lay congregation, to follow the particular forms of practice of the Order. These groups, which hold regular meetings for formal meditation, are a source of mutual help and encouragement and they also serve as a valuable first contact for members of the general public who are interested in our practice. One such group was the Norwich Serene Reflection Meditation Group, which began meeting in the 1980s. The group decided that they would like to establish a centre in Norwich to enable Zen

meditation and Buddhist practice within our tradition to be offered more widely in the East Anglia area. The group began raising funds for this purpose and in 2009 the Norwich Buddhist Priory Trust was formed.

In 2013, the Order agreed to the request of the group to establish a priory in Norwich. It was decided that Rev. Leoma Hague, who had been making regular visits to the Norwich and Cambridge groups for more than three years, would become the Prior. In September 2013, a suitable property was found to rent in Norwich. A few weeks later, the Priory began offering a full schedule of events. In December 2013, Norwich Buddhist Priory became a registered charity. In 2020, it was agreed to change the structure of the charity to become a CIO, so that the charity could purchase property and hold it in its own name. The CIO Norwich Zen Buddhist Priory was registered as a charity on 29th June 2020 and the assets of the trust were transferred to the CIO on 1st October 2020. The charity purchased a property to be its long-term home, at 23 Hellesdon Road, Norwich, NR6 5EB, on 26th March 2021.

Management of the Priory

The Prior is responsible for the day-to-day management of Norwich Zen Buddhist Priory. She consults with the congregation at the Priory's monthly Steering Meetings. The Priory does not have a fixed body of people acting as a steering group, but instead the regular meetings are open to anyone who would like to discuss how the Priory is working.

Meetings of the board of trustees of the charity take place at least twice each year.

Risk management

The trustees have considered major risks to which the charity is potentially exposed and are confident of the existing systems in place to minimise the risks. In particular, insurance cover is in place and the finances of the Priory are kept under regular review. The charity has a written risk management policy which is reviewed at least annually and amended as necessary.

We are aware of the rules protecting children and vulnerable adults from abuse that came into force 12th October 2009 and we continue to review our activities in the light of these. We do not carry out any regulated activities with children or vulnerable adults, as defined by the Safeguarding Vulnerable Groups Act 2006 and amended by the Protection of Freedoms Act 2012. The charity has written safeguarding policies for children and for adults.

The charity has a written health & safety policy which is regularly reviewed and amended if necessary. It also has written policies on anti-fraud, complaints, conflict of interest, data protection, financial controls, investment, political activities, reserves, serious incidents, trustees' expenses and volunteering.

Objectives and activities

The objects of the charity are:

- To advance the Buddhist religion for the public benefit in accordance with the doctrines and principles of the Buddhist faith, in particular the Serene Reflection Meditation school of Buddhism (also known as Sōtō Zen Buddhism).
- To advance the education of the public in the subject of meditation and the teachings of Buddhism, in particular (but not exclusively) by supporting and encouraging the study and practice of Buddhist meditation.

Norwich Zen Buddhist Priory offers Buddhist teaching and practice to everyone. It provides a place where people can practise meditation and it supports them in living within a Buddhist framework, according to Buddhist ethics.

Norwich Zen Buddhist Priory functions within the Order of Buddhist Contemplatives. The Order is self-regulating and ensures that those who are in good standing do not give misleading teaching and are upholding the Buddhist Precepts. The main tenets of the Serene Reflection Meditation School are:

1. The practice of meditation.
2. Keeping the moral Precepts of Buddhism, both in service to others and in our own inner practice.
3. The teaching that all beings have Buddha Nature: all are fundamentally pure, but out of ignorance we create suffering, thereby obscuring our real nature.
4. Awakening the heart of compassion and expressing it through selfless activity.

One of the main ways that Buddhism is spread is by individuals making a personal commitment to practise the Buddhist teachings as best they can. Those who meditate and follow the practice are likely to advance the Buddhist faith through their example, via ordinary contact with others in their daily lives. To help this happen, Norwich Zen Buddhist Priory provides facilities that are open to the public, where the teachings and practice of the Buddhist faith, and especially the Serene Reflection Meditation School, are made available.

Some practical examples of the kind of provision that Norwich Zen Buddhist Priory makes to achieve these objects are as follows:-

- A centre with premises called the Norwich Zen Buddhist Priory, open to anyone interested in learning about Buddhist teaching and meditation and how to put it into practice in their lives. The premises include a meditation room, a quiet place of contemplation. The premises are also a venue for Buddhist ceremonies, retreats, talks/lectures and discussions. The premises are located in a place that is readily accessible for people living in Norwich and the surrounding area. The schedule of regular events at the Priory is advertised on the Priory's website.
- Providing accommodation for a monastic teacher of the Order of Buddhist Contemplatives. In order to advance Buddhism, it is very helpful to have someone who has learnt about it in detail, has been practising it for many years and is qualified

to explain the teaching to others. Norwich Zen Buddhist Priory therefore supports a teacher of the Order of Buddhist Contemplatives. This is a senior qualified priest who has a solid foundation of experience in the spiritual practice of Serene Reflection Meditation and is regulated by a wider order that has rules of conduct. This monastic teacher (the Prior) is based full-time at the Priory and is available to the public to explain and generally advance the religion. As well as providing teaching and spiritual guidance and support to the congregation, the Prior offers traditional Buddhist services including funerals, weddings and naming ceremonies.

- Providing a place for Buddhist retreats. Norwich Zen Buddhist Priory provides the opportunity for regular retreats incorporating Buddhist teaching. This is of great value to all, allowing space and contemplation within the demands of busy lives and the pressures of jobs, families and relationships. By finding a spiritual practice and having the opportunity of spiritual retreat, emotional concerns and spiritual questions can be addressed, allowing for greater peace and harmony. This not only helps the individual but can also have a positive impact on the lives of those around them.
- A wider resource for organisations and individuals to find out about Buddhism. Norwich Zen Buddhist Priory provides a library of Buddhist books and CDs of lectures that people can borrow, as well as leaflets on Buddhist teaching and practice. Besides having the teaching and ceremonial of the Serene Reflection Meditation School available at Norwich Zen Buddhist Priory's premises, the teaching is available on request to schools and other organisations throughout the East Anglia area. Part of the Prior's role is to take up invitations to talk at schools and colleges and to extend whatever help she can to those who wish to deepen their spiritual life. There is a Serene Reflection Meditation Group in Cambridge, which holds regular meetings, and the Prior connects with the group regularly.
- Making events available online, so that people across the country, as well as abroad, are able to take part. All of the events held at Norwich Zen Buddhist Priory are live-streamed via Zoom and anybody who has been introduced to our practice has the option of attending in this way.

In planning the activities of the charity, the trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit, as detailed in guidance published by the Charity Commission, in particular its supplementary guidance on the advancement of religion for the public benefit.

The Priory does not charge a set fee for any teaching, retreat or other event, as we wish to continue the ancient Buddhist practice of not charging for the teaching. Funding is solely by donations from our congregation and visitors. Other offerings besides financial, such as material and practical help, are given by the congregation and much appreciated.

Achievements and performance

Norwich Zen Buddhist Priory has continued to offer a variety of activities that have helped make Buddhist teaching available and also promoted Buddhism through encouraging and facilitating the practice of Serene Reflection Meditation.

During the year, the life of the Priory featured a schedule of meditation, ceremonies, retreats,

teaching and discussion. In order to give people with busy lives plenty of opportunity to come to the Priory, events were scheduled on weekday evenings and at weekends. We also came together online for meditation and morning service at 7.30am for five mornings each week.

Norwich Zen Buddhist Priory offered events to both newcomers and experienced practitioners in our congregation. For the former, during the past year, we offered 12 Introductory Afternoons (monthly on a Saturday), where those who were new to our practice could come along to a one-off session for a couple of hours and find out about our tradition. In addition, newcomers could be introduced to our practice before one of our evening meetings. Once people had attended an introductory session, they were welcome to come along to any of the events scheduled at the Priory. During the year, 35 newcomers were introduced to the practice of Serene Reflection Meditation, mostly in person at the Priory, with two having their introductions online.

For the more experienced practitioners in our congregation, popular events were the Wednesday Dharma Evenings and the Thursday Evening Meetings, where meditation was followed by a Dharma talk and discussion. On Sunday mornings, the format of the events was to have a meditation period and a ceremony, followed by a discussion. On one Saturday each month, we offered a Meditation and Contemplation Day, where people were welcome to come and use the Priory's facilities to have their own retreat for the day. We also held two sesshins, intensive silent meditation retreats lasting five days, where the daily schedule included several meditation periods, as well as teaching and discussion, work periods and time for contemplation.

The Deepening Training Programme continued throughout the year, as a means of guiding and encouraging the practice of longstanding lay practitioners who could commit to a certain level of training at the Priory. Some of the trainees on the programme offered talks at our Sunday meetings, assisted at Introductory Afternoons and visited a sixth form college for discussion sessions with A-level religious studies students.

On 23rd June 2024, Rev. Master Daishin Morgan (the former abbot of Throssel Hole Buddhist Abbey) visited the Priory to offer a talk and discussion for the congregation, which was followed by a shared lunch. This event attracted a large gathering, with 17 people attending in person and several more joining online.

In addition to the scheduled events, people were welcome to come to the Priory at other times, particularly if they wished to talk with the Prior on a one-to-one basis about how their meditation and practice were going. For much of the year, a garden group met up on Tuesday afternoons, as well as Saturday mornings, to work together informally to keep the Priory's garden area tidy and well-maintained. Two trainees also worked on a major project to structurally enhance the front garden.

On 3rd November 2024, the Priory marked its 11th anniversary, which included a ceremony for our founder, Rev. Master Jiyu-Kennett. On other Sundays during the year, we celebrated the major Buddhist festivals of Wesak (the Festival of the Buddha's Birth) and the Buddha's Enlightenment.

The Prior performed ceremonies requested by members of the congregation, including a memorial for one trainee. She supported the congregation in other ways, most notably by giving spiritual counselling when requested (whether in person or via video call, telephone or email), as well as by making home visits to a congregation member who was unable to attend the Priory. A summer party held in August was a welcome chance to get together and enjoy each other's company in a setting other than the Priory.

The Prior visited the meditation group in Cambridge on three occasions, to meditate with them, give a talk and lead a discussion. A senior monk of the OBC, Rev. Leandra Robertshaw, who was resident in the Cambridge area, visited the group in person on a regular basis. Meetings of the Cambridge group were open to the general public, with two lay ministers being available to introduce newcomers to our practice.

The Priory website, which included a calendar of events, was kept up-to-date. This was the main way by which the general public found out about the Priory. The website included an option to subscribe to our bimonthly newsletter. More detailed information about events was shared through the Priory's email group.

Financial review

Reserves policy

The trustees hold sufficient free reserves to allow the charity to continue to operate during periods of fluctuating income. The level of reserves is calculated by taking a figure of half the charity's typical annual income and adding £6,000 to that amount, to cover replacement of a major asset, giving a figure of £16,000. A review of the amount of reserves required to fulfil the charity's continuing obligations is carried out by the trustees on an annual basis.

On 31st March 2025, the charity had £55,856 cash available. This high level of reserves is considered to be necessary for at least the next year, because some further large expenditure is anticipated for various maintenance projects for the Priory property (including structural work on the kitchen floor). The next year should provide a clearer sense of the impact on the Priory's finances of the recent global financial turmoil and it seems prudent to have a good level of reserves available over this time.

Principal funding sources

The principal source of income for the charity is donations, which is the traditional method of supporting Buddhist activities. No fees are charged for attending any events. Those attending Priory events can make an entirely voluntary donation of an amount that is appropriate to their own circumstances. Bank transfers account for most donations nowadays, with gifts of cash and cheques into the alms bowl tending to be infrequent. Regular support is also given to the temple by those who have kindly taken out a standing order in the charity's favour. Where donors authorise us, we are able to reclaim the tax they have paid on their donations under the current Gift Aid scheme and, in addition, we are able to claim under the Gift Aid Small Donations Scheme.

Members of the congregation, as part of their Buddhist practice, may assist both with the day-to-day running of the Priory and with one-off projects. No salaries are paid by the charity to anyone.

How expenditure has supported the key objectives of the charity

The expenditure of the charity has been in running Norwich Zen Buddhist Priory. As the presence of a resident monk at the Priory is vital to realising our charitable objects, the Prior is supported by the charity.

Income and expenditure

The total income for the year was £126,516. This included a one-off donation of £100,000 from Reading Buddhist Priory, a temple of the Order of Buddhist Contemplatives, which closed in 2024. The trustees of Reading Buddhist Priory distributed the charity's assets amongst temples of the Order in the UK. Other income for the year totalled £26,516, which was similar to the figure for the previous year (£26,044). The level of donations had remained virtually unchanged, at £21,210 (compare to £21,045 in the previous year), an encouraging finding, given the financial pressures faced by donors from ongoing cost of living challenges. Within the donations, income from standing orders had increased slightly to £17,142 (from £16,183), while one-off donations had fallen a little to £3,709 (from £4,225).

The total expenditure for the year was £128,315. Of this, £108,358 had gone towards repayment of the large interest-free loan (given to help with the purchase of the charity's property) that is being repaid in monthly instalments over 24 years. A lump sum of £100,000 was paid in November and thereafter the monthly repayments were decreased from £833 to £424. When these amounts are excluded, the charity's costs for the year were £19,957, which was 41% more than the comparable figure of £14,127 from the previous year. This was largely due to major expenses in the summer of £3,240 for roofing and £3,347 for replacing the gas boiler. The charity's food, household and garden expenses fell (by 10%) to £5,990, because the previous year had seen a large bill for cutting down some trees on the property. An additional expenditure during the year was £600 in professional fees to a solicitor to amend the long-term loan agreement.

Overall, there was an excess of expenditure over income of £1,799 for the year (which was 67% higher than the comparable figure of £1,079 for the previous year).

Investment policy and objectives

Our policy is to hold sufficient working capital in our Lloyds Bank Trustee Account (current account) to cover routine day-to-day expenditure. We also have savings in an instant access savings account with Lloyds Bank. We continue to keep this area under review.

The monies held by the charity in the two Lloyds Bank accounts at the end of this year were £55,856. This was £1,799 less than the total held at the end of the previous financial year.

Other information

It is felt that the financial position of the charity at the balance sheet date (together with donations that will be received during the coming year) will be sufficient to cover the charity's daily running costs and obligations currently existing.

The charity's assets are held for charitable purposes and the trustees have no reason to believe that the current values of the charity's assets are materially different from that shown in the accounts.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees by:

.....

Gillian Frances Houn Leoma Hague

(Chair of the trustees)

17 June 2025

Independent Examiner's Report
to the trustees of Norwich Zen Buddhist Priory
(charity registration no. 1190154)
for the year ended 31 March 2023

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 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 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.

James Gore-Langton FCCA DChA

Garth
Outertown
Stromness
KW16 3JP

22 June 2025

Norwich Zen Buddhist Priory**Registered Charity No. 1190154****Receipts and Payments Account**

for the year ended 31 March 2025

	Note	2025 £	2024 £
Receipts			
Donations		121,210	21,045
Tax reclaimed		4,740	4,562
Bank interest		566	437
Total receipts		126,516	26,044
Payments			
<i>Charitable expenditure</i>			
Food, household and garden		5,990	6,577
Premises		2,534	2,332
Office and computer		637	522
Telephone/broadband		408	552
Insurance		1,174	1,113
Sacristy		90	103
Library and missionary		415	259
Equipment and maintenance		7,898	2,669
Travel		211	-
Professional fees		600	-
Sub-total		19,957	14,127
Loan repayments		108,358	12,996
Total payments		128,315	27,123
Net receipts/(payments)		(1,799)	(1,079)
Bank and cash brought forward		57,655	58,734
Bank and cash at 31 March		55,856	57,655

All the funds of the charity are unrestricted.

Norwich Zen Buddhist Priory

Registered Charity No. 1190154

Statement of Assets and Liabilities

as at 31 March 2025

	2025	2024
	£	£
Cash funds		
Bank	55,856	57,613
Petty cash	-	42
Total cash funds	<u>55,856</u>	<u>57,655</u>
Other monetary assets		
Gift Aid tax reclaim due	1,303	2,759
Total other monetary assets	<u>1,303</u>	<u>2,759</u>
Fixed assets		
Land and buildings	3 <u>316,028</u>	<u>316,028</u>
Short-term liabilities		
Creditors	<u>-</u>	<u>-</u>
Long-term liabilities		
Loans	4 <u>112,487</u>	<u>220,845</u>

Approved by the trustees on 17 June 2025 and signed on their behalf by

Christine Yeomans (Trustee)

Norwich Zen Buddhist Priory

Registered Charity No. 1190154

Notes to the accounts

for the year ended 31 March 2025

1. The charity is a charitable incorporated organisation registered with the Charity Commission (registration no. 1190154), on 29 June 2020. On 1st October 2020 the charity took over the assets and operations of the charity Norwich Buddhist Priory (registration no. 1155077).

2. All the charity's funds are unrestricted.

3. On 26/03/2021 the charity purchased a property for £316,028 (including ancillary costs). The property is now the temple run by the charity.

4. Loans to the charity to finance the purchase of its property are from supporters of the charity and are interest-free and unsecured.

One loan of £102,487 is being repaid by monthly instalments, and is repayable by 2045.

The remaining loan of £10,000 is repayable by 2031.

There are no guarantees given by the charity which could result in a potential liability.

5. One of the trustees, Rev. Leoma Hague, is the resident Prior at Norwich Zen Buddhist Priory, the temple run by the charity. As such her living expenses are met by the charity, in accordance with the provisions of the charity's constitution.

Accounts

Registered charity number 1190154

Norwich Zen Buddhist Priory

Trustees' Annual Report

**for the period
from 1st April 2023
to 31st March 2024**

Norwich Zen Buddhist Priory
Report of the Board of Trustees
for the period from 1st April 2023 to 31st March 2024

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In 2013, the Order agreed to the request of the group to establish a priory in Norwich. It was decided that Rev. Leoma Hague, who had been making regular visits to the Norwich and Cambridge groups for more than three years, would become the Prior. In September 2013, a suitable property was found to rent in Norwich. A few weeks later, the Priory began offering a full schedule of events. In December 2013, Norwich Buddhist Priory became a registered charity. In 2020, it was agreed to change the structure of the charity to become a CIO, so that the charity could purchase property and hold it in its own name. The CIO Norwich Zen Buddhist Priory was registered as a charity on 29th June 2020 and the assets of the trust were transferred to the CIO on 1st October 2020. The charity purchased a property to be its long-term home, at 23 Hellesdon Road, Norwich, NR6 5EB, on 26th March 2021.

Management of the Priory

The Prior is responsible for the day-to-day management of Norwich Zen Buddhist Priory. She consults with the congregation at the Priory's monthly Steering Meetings. The Priory does not have a fixed body of people acting as a steering group, but instead the regular meetings are open to anyone who would like to discuss how the Priory is working.

Meetings of the board of trustees of the charity take place at least twice each year.

Risk management

The trustees have considered major risks to which the charity is potentially exposed and are confident of the existing systems in place to minimise the risks. In particular, insurance cover is in place and the finances of the Priory are kept under regular review. The charity has a written risk management policy which is reviewed at least annually and amended as necessary.

We are aware of the rules protecting children and vulnerable adults from abuse that came into force 12th October 2009 and we continue to review our activities in the light of these. We do not carry out any regulated activities with children or vulnerable adults, as defined by the Safeguarding Vulnerable Groups Act 2006 and amended by the Protection of Freedoms Act 2012. The charity has written safeguarding policies for children and for adults.

The charity has a written health & safety policy which is regularly reviewed and amended if necessary. It also has written policies on anti-fraud, complaints, conflict of interest, data protection, financial controls, investment, political activities, reserves, serious incidents, trustees' expenses and volunteering.

Objectives and activities

The objects of the charity are:

- To advance the Buddhist religion for the public benefit in accordance with the doctrines and principles of the Buddhist faith, in particular the Serene Reflection Meditation school of Buddhism (also known as Sōtō Zen Buddhism).
- To advance the education of the public in the subject of meditation and the teachings of Buddhism, in particular (but not exclusively) by supporting and encouraging the study and practice of Buddhist meditation.

Norwich Zen Buddhist Priory offers Buddhist teaching and practice to everyone. It provides a place where people can practise meditation and it supports them in living within a Buddhist framework, according to Buddhist ethics.

Norwich Zen Buddhist Priory functions within the Order of Buddhist Contemplatives. The Order is self-regulating and ensures that those who are in good standing do not give misleading teaching and are upholding the Buddhist Precepts. The main tenets of the Serene Reflection Meditation School are:

1. The practice of meditation.
2. Keeping the moral Precepts of Buddhism, both in service to others and in our own inner practice.
3. The teaching that all beings have Buddha Nature: all are fundamentally pure, but out of ignorance we create suffering, thereby obscuring our real nature.
4. Awakening the heart of compassion and expressing it through selfless activity.

One of the main ways that Buddhism is spread is by individuals making a personal commitment to practise the Buddhist teachings as best they can. Those who meditate and follow the practice are likely to advance the Buddhist faith through their example, via ordinary contact with others in their daily lives. To help this happen, Norwich Zen Buddhist Priory provides facilities that are open to the public, where the teachings and practice of the Buddhist faith, and especially the Serene Reflection Meditation School, are made available.

Some practical examples of the kind of provision that Norwich Zen Buddhist Priory makes to achieve these objects are as follows:-

- A centre with premises called the Norwich Zen Buddhist Priory, open to anyone interested in learning about Buddhist teaching and meditation and how to put it into practice in their lives. The premises include a meditation room, a quiet place of contemplation. The premises are also a venue for Buddhist ceremonies, retreats, talks/lectures and discussions. The premises are located in a place that is readily accessible for people living in Norwich and the surrounding area. The schedule of regular events at the Priory is advertised on the Priory's website.
- Providing accommodation for a monastic teacher of the Order of Buddhist Contemplatives. In order to advance Buddhism, it is very helpful to have someone who has learnt about it in detail, has been practising it for many years and is qualified

to explain the teaching to others. Norwich Zen Buddhist Priory therefore supports a teacher of the Order of Buddhist Contemplatives. This is a senior qualified priest who has a solid foundation of experience in the spiritual practice of Serene Reflection Meditation and is regulated by a wider order that has rules of conduct. This monastic teacher (the Prior) is based full-time at the Priory and is available to the public to explain and generally advance the religion. As well as providing teaching and spiritual guidance and support to the congregation, the Prior offers traditional Buddhist services including funerals, weddings and naming ceremonies.

- Providing a place for Buddhist retreats. Norwich Zen Buddhist Priory provides the opportunity for regular retreats incorporating Buddhist teaching. This is of great value to all, allowing space and contemplation within the demands of busy lives and the pressures of jobs, families and relationships. By finding a spiritual practice and having the opportunity of spiritual retreat, emotional concerns and spiritual questions can be addressed, allowing for greater peace and harmony. This not only helps the individual but can also have a positive impact on the lives of those around them.
- A wider resource for organisations and individuals to find out about Buddhism. Norwich Zen Buddhist Priory provides a library of Buddhist books and CDs of lectures that people can borrow, as well as leaflets on Buddhist teaching and practice. Besides having the teaching and ceremonial of the Serene Reflection Meditation School available at Norwich Zen Buddhist Priory's premises, the teaching is available on request to schools and other organisations throughout the East Anglia area. Part of the Prior's role is to take up invitations to talk at schools and colleges and to extend whatever help she can to those who wish to deepen their spiritual life. There is a Serene Reflection Meditation Group in Cambridge, which holds regular meetings, and the Prior connects with the group regularly.
- Making events available online, so that people across the country, as well as abroad, are able to take part. All of the events held at Norwich Zen Buddhist Priory are live-streamed via Zoom and anybody who has been introduced to our practice has the option of attending in this way.

In planning the activities of the charity, the trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit, as detailed in guidance published by the Charity Commission, in particular its supplementary guidance on the advancement of religion for the public benefit.

The Priory does not charge a set fee for any teaching, retreat or other event, as we wish to continue the ancient Buddhist practice of not charging for the teaching. Funding is solely by donations from our congregation and visitors. Other offerings besides financial, such as material and practical help, are given by the congregation and much appreciated.

Achievements and performance

Norwich Zen Buddhist Priory has continued to offer a variety of activities that have helped make Buddhist teaching available and also promoted Buddhism through encouraging and facilitating the practice of Serene Reflection Meditation.

The life of the Priory featured a schedule of meditation, ceremonies, teaching and discussion.

We came together online for meditation and morning service at 7.30am for five mornings each week. In order to give people with busy lives plenty of opportunity to come to the Priory, events were scheduled on weekday evenings and at weekends. However, between April and October 2023, there were periods when the Priory had to be closed, for a few days or up to two weeks at a time, due to illness in the Prior's family, and this impacted on the number of events that could be offered.

Norwich Zen Buddhist Priory offered events to both newcomers and experienced practitioners in our congregation. For the former, during the past year, we offered 10 Introductory Afternoons (monthly on a Saturday), where those who were new to our practice could come along to a one-off session for a couple of hours and find out about our tradition. In addition, newcomers could be introduced to our practice before one of our evening meetings. Once people had attended an introductory session, they were welcome to come along to any of the events scheduled at the Priory. During the year, 18 newcomers were introduced to the practice of Serene Reflection Meditation, mostly in person at the Priory, with one having their introduction online.

For the more experienced practitioners in our congregation, the most popular events were the Wednesday Dharma Evenings and the Thursday Evening Meetings, where meditation was followed by a Dharma talk and discussion. On one Saturday a month, we offered a Meditation and Contemplation Day, where people were welcome to come and use the Priory's facilities to have their own retreat for the day. We also held two day retreats, where several meditation periods were interspersed with short ceremonies, a talk and a discussion. On Sunday mornings, the format of the events was to have a meditation period and a ceremony, followed by a discussion. In January 2024, the Prior initiated a Deepening Training Programme, to guide and encourage the practice of longstanding lay practitioners who could commit to a certain level of training at the Priory, whether in person or online.

In addition to the scheduled events, people were welcome to come to the Priory at other times, particularly if they wished to talk with the Prior on a one-to-one basis about how their meditation and practice were going. For much of the year, a garden group met up on Tuesday afternoons, to work together informally to keep the Priory's garden area tidy and well-maintained.

On 5th November 2023, the Priory marked its tenth anniversary, which included a ceremony for our founder, Rev. Master Jiyu-Kennett. On other Sundays during the year, we celebrated the major Buddhist festivals of Wesak (the Festival of the Buddha's Birth) and the Buddha's Enlightenment.

The Prior performed ceremonies requested by members of the congregation, including a lay ordination for two people. She supported the congregation in other ways, most notably by giving spiritual counselling when requested (whether in person or via video call, telephone or email), as well as by making home visits to two congregation members who were unable to attend the Priory. A summer party held in June was a welcome chance to get together and enjoy each other's company in a setting other than the Priory.

The Prior had two online meetings with the meditation group in Cambridge, to meditate with them, give a talk and lead a discussion. A senior monk of the OBC, Rev. Leandra Robertshaw,

who was resident in the Cambridge area, visited the group in person on a regular basis. Meetings of the Cambridge group, whether in person or online, were open to the general public, with two lay ministers being available to introduce newcomers to our practice.

The Priory website, which included a calendar of events, was kept up-to-date. This was the main way by which the general public found out about the Priory. The website included an option to subscribe to our bimonthly newsletter. More detailed information about events was shared through the Priory's email group.

Financial review

Reserves policy

The trustees hold sufficient free reserves to allow the charity to continue to operate during periods of fluctuating income. The level of reserves is calculated by taking a figure of half the charity's typical annual income and adding £6,000 to that amount, to cover replacement of a major asset, giving a figure of £16,000. A review of the amount of reserves required to fulfil the charity's continuing obligations is carried out by the trustees on an annual basis.

On 31st March 2024, the charity had £57,655 cash available. This high level of reserves is considered to be necessary for at least the next year, because some further large expenditure is anticipated for various maintenance projects for the Priory property (including more work on the roof and installing a new boiler). The next year should provide a clearer sense of the impact on the Priory's finances of the recent significant increases in the cost of living and it seems prudent to have a good level of reserves available over this time. If the cash reserves remain high, the charity will pay off another of its short-term loans.

Principal funding sources

The principal source of income for the charity is donations, which is the traditional method of supporting Buddhist activities. No fees are charged for attending any events. Those attending Priory events can make an entirely voluntary donation of an amount that is appropriate to their own circumstances. Bank transfers account for most donations nowadays, with gifts of cash and cheques into the alms bowl tending to be infrequent. Regular support is also given to the temple by those who have kindly taken out a standing order in the charity's favour. Where donors authorise us, we are able to reclaim the tax they have paid on their donations under the current Gift Aid scheme and, in addition, we are able to claim under the Gift Aid Small Donations Scheme.

Members of the congregation, as part of their Buddhist practice, may assist both with the day-to-day running of the Priory and with one-off projects. No salaries are paid by the charity to anyone.

How expenditure has supported the key objectives of the charity

The expenditure of the charity has been in running Norwich Zen Buddhist Priory. As the

presence of a resident monk at the Priory is vital to realising our charitable objects, the Prior is supported by the charity.

Income and expenditure

The total income for the year was £26,044, which was a decrease of just 3% on the figure for the previous year (£27,033). This fall was due to a reduction in donations to £21,045, a decrease of 7% from the previous year's figure (£22,606). Most of this was accounted for by regular income from standing orders dropping by 11%, which is perhaps not surprising given the cost of living challenges faced by donors during the year.

The total expenditure for the year was £27,123, which included repayments of £9,996 on an interest-free loan (given to help with the purchase of the charity's property) that is being repaid in monthly instalments over 24 years, as well as the repayment in full of another interest-free loan of £3,000 (given for the same purpose). When these are excluded, the charity's costs for the year were £14,127, which is 18% more than the comparable figure of £11,960, from the previous year. The charity's food, household and garden expenses rose (by 148%) to £6,577, largely due to a bill for £3,720 for the cutting down of four trees on the property that were dying or endangering the house. Expenditure on premises increased (by 28%) to £2,332, mainly because the fuel bill rose when the charity came off a two-year fixed-rate tariff in May 2023. The equipment and maintenance costs for the year were £2,669 (a decrease of 47%), the main individual expense being some roofing work (£1,340).

Overall, there was an excess of expenditure over income of £1,079 for the year (which was lower than the comparable figure of £9,923 for the previous year). This included a one-off repayment of a £3,000 interest-free loan.

Investment policy and objectives

Our policy is to hold sufficient working capital in our Lloyds Bank Trustee Account (current account) to cover routine day-to-day expenditure. We also have savings in an instant access savings account with Lloyds Bank. We continue to keep this area under review.

The monies held by the charity in the two Lloyds Bank accounts at the end of this year were £57,613 (giving a total of £57,655 when petty cash was included). This was £1,078 less than the total held at the end of the previous financial year.

Other information

It is felt that the financial position of the charity at the balance sheet date (together with donations that will be received during the coming year) will be sufficient to cover the charity's daily running costs and obligations currently existing.

The charity's assets are held for charitable purposes and the trustees have no reason to believe that the current values of the charity's assets are materially different from that shown in the accounts.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees by:

.....

Gillian Frances Houn Leoma Hague

(Chair of the trustees)

05/08/2024

..... Date

**Independent Examiner's Report
to the trustees of Norwich Zen Buddhist Priory
(charity registration no. 1190154)
for the year ended 31 March 2023**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 2024.

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 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.

James Gore-Langton FCCA DChA

Garth
Outertown
Stromness
KW16 3JP

8 August 2024

Norwich Zen Buddhist Priory

Registered Charity No. 1190154

Receipts and Payments Account

for the year ended 31 March 2024

	Note	2024 £	2023 £
Receipts			
Donations		21,045	22,606
Tax reclaimed		4,562	4,349
Bank interest		437	78
Total receipts		<u>26,044</u>	<u>27,033</u>
Payments			
<i>Charitable expenditure</i>			
Food, household and garden		6,577	2,654
Premises		2,332	1,826
Office and computer		522	500
Telephone/broadband		552	550
Insurance		1,113	1,053
Sacristy		103	91
Library and missionary		259	259
Equipment and maintenance		2,669	5,026
Sub-total		<u>14,127</u>	<u>11,960</u>
Loan repayments		12,996	24,996
Total payments		<u>27,123</u>	<u>36,956</u>
Net receipts/(payments)		(1,079)	(9,923)
Bank and cash brought forward		58,734	68,657
Bank and cash at 31 March		<u><u>57,655</u></u>	<u><u>58,734</u></u>

All the funds of the charity are unrestricted.

Norwich Zen Buddhist Priory

Registered Charity No. 1190154

Statement of Assets and Liabilities

as at 31 March 2024

	2024	2023
	£	£
Cash funds		
Bank	57,613	58,691
Petty cash	<u>42</u>	<u>42</u>
Total cash funds	<u>57,655</u>	<u>58,733</u>
Other monetary assets		
Gift Aid tax reclaim due	2,759	2,549
Total other monetary assets	<u>2,759</u>	<u>2,549</u>
Fixed assets		
Land and buildings	3 <u>316,028</u>	<u>316,028</u>
Short-term liabilities		
Creditors	<u>-</u>	<u>-</u>
Long-term liabilities		
Loans	4 <u>220,845</u>	<u>233,841</u>

Approved by the trustees on 05/08/2024 and signed on their behalf by

Christine Yeomans (Trustee)

Norwich Zen Buddhist Priory

Registered Charity No. 1190154

Notes to the accounts

for the year ended 31 March 2024

1. The charity is a charitable incorporated organisation registered with the Charity Commission (registration no. 1190154), on 29 June 2020. On 1st October 2020 the charity took over the assets and operations of the charity Norwich Buddhist Priory (registration no. 1155077).

2. All the charity's funds are unrestricted.

3. On 26/03/2021 the charity purchased a property for £316,028 (including ancilliary costs). The property is now the temple run by the charity.

4. Loans to the charity to finance the purchase of its property are from supporters of the charity and are interest-free and unsecured.

One loan of £210,845 is being repaid by monthly instalments over 24 years.

The remaining loan of £10,000 is repayable by 2031.

There are no guarantees given by the charity which could result in a potential liability.

5. One of the trustees, Rev. Leoma Hague, is the resident Prior at Norwich Zen Buddhist Priory, the temple run by the charity. As such her living expenses are met by the charity, in accordance with the provisions of the charity's constitution.

Accounts

Registered charity number 1190154

Norwich Zen Buddhist Priory

Trustees' Annual Report

**for the period
from 1st April 2022
to 31st March 2023**

Norwich Zen Buddhist Priory
Report of the Board of Trustees
for the period from 1st April 2022 to 31st March 2023

Reference and administration details

Charity name	Norwich Zen Buddhist Priory
Charity's principal address	23 Hellesdon Road Norwich NR6 5EB
Registered charity number	1190154
Date of registration	29 th June 2020
Governing document	Constitution dated 29 th June 2020
Trustees for the charity	Rev. Gillian Frances Houn Leoma Hague (Chair & Secretary) Rev. David Houn Saido Kennaway (<i>until 03/03/23</i>) Rev. Mary Caroline Houn Alicia Rowe (<i>from 08/03/23</i>) Mr. Christopher David Loukes (Treasurer) Ms. Christine Mary Yeomans
Accountant	James Gore-Langton FCCA DChA Garth Outertown Stromness Orkney KW16 3JP
Bankers	Lloyds Bank plc Walthamstow Branch PO Box 1000 BX1 1LT

Norwich Zen Buddhist Priory
Report of the Board of Trustees
for the period from 1st April 2022 to 31st March 2023

Charity structure, governance and management

Description of the charity's structure

Norwich Zen Buddhist Priory is a charitable incorporated organisation (CIO) governed by a Constitution dated 29th June 2020. It was set up to replace the charitable trust Norwich Buddhist Priory (registered charity number: 1155077). On 1st October 2020, all of the assets of the latter charity were transferred to Norwich Zen Buddhist Priory, to be used for similar purposes to those of the trust. The change of charity structure was undertaken so that Norwich Zen Buddhist Priory could purchase property and hold it in its own name.

The charity's trustees are appointed by the body of trustees. All trustees are either members in good standing of the Order of Buddhist Contemplatives or long-term members of the congregation (someone who has taken lay ordination within the Order of Buddhist Contemplatives and has subsequently been associated with the Order for at least five years). The first trustees were four in number and they were: Rev. Leoma Hague (the Prior of Norwich Zen Buddhist Priory), Rev. Saido Kennaway, Christopher Loukes and Christine Yeomans. On 3rd March 2023, Rev. Saido Kennaway died and, on 8th March, Rev. Alicia Rowe was appointed as a trustee in his place.

Charity history

Norwich Zen Buddhist Priory is a temple of the Order of Buddhist Contemplatives, practising in the Sōtō Zen tradition of Buddhism (also called Serene Reflection Meditation), which originated in China and was transmitted to Japan. It emphasises the practice of meditation (zazen), living by the Buddhist Precepts and acting from the heart of compassion, love and wisdom in one's daily life. In zazen, one sits still in the present moment with an alert and all-accepting mind, allowing feelings and thoughts to arise and fall away naturally, without holding on to them or trying to push them away. Within the Sōtō Zen school there are many teaching lines and each has its own particular flavour. Serene Reflection Meditation is the name used for this practice by those who follow the Sōtō Zen lineage which was brought from Japan by Rev. Master Jiyu-Kennett. She was an English woman who trained at one of the two head temples of the Sōtō Zen Church in Japan. After qualifying as a Master and Teacher she was requested by her western disciples and the Sōtō Zen Church in Japan to spread the teaching in the West. She founded the Order of Buddhist Contemplatives to act as the international administrative and support organisation for the monks and lay ministers practising within the Serene Reflection Meditation tradition.

Over the years, throughout the UK, affiliated local meditation groups have been formed by those who consider themselves members of the lay congregation, to follow the particular forms of practice of the Order. These groups, which hold regular meetings for formal meditation, are a source of mutual help and encouragement and they also serve as a valuable first contact for members of the general public who are interested in our practice. One such group was the Norwich Serene Reflection Meditation Group, which began meeting in the 1980s. The group decided that they would like to establish a centre in Norwich to enable Zen

meditation and Buddhist practice within our tradition to be offered more widely in the East Anglia area. The group began raising funds for this purpose and in 2009 the Norwich Buddhist Priory Trust was formed.

In 2013, the Order agreed to the request of the group to establish a priory in Norwich. It was decided that Rev. Leoma Hague, who had been making regular visits to the Norwich and Cambridge groups for more than three years, would become the Prior. In September 2013, a suitable property was found to rent in Norwich. A few weeks later, the Priory began offering a full schedule of events. In December 2013, Norwich Buddhist Priory became a registered charity. In 2020, it was agreed to change the structure of the charity to become a CIO, so that the charity could purchase property and hold it in its own name. The CIO Norwich Zen Buddhist Priory was registered as a charity on 29th June 2020 and the assets of the trust were transferred to the CIO on 1st October 2020. The charity purchased a property to be its long-term home, at 23 Hellesdon Road, Norwich, NR6 5EB, on 26th March 2021.

Management of the Priory

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Meetings of the board of trustees of the charity take place at least twice each year.

Risk management

The trustees have considered major risks to which the charity is potentially exposed and are confident of the existing systems in place to minimise the risks. In particular, insurance cover is in place and the finances of the Priory are kept under regular review. The charity has a written risk management policy which is reviewed at least annually and amended as necessary.

We are aware of the rules protecting children and vulnerable adults from abuse that came into force 12th October 2009 and we continue to review our activities in the light of these. We do not carry out any regulated activities with children or vulnerable adults, as defined by the Safeguarding Vulnerable Groups Act 2006 and amended by the Protection of Freedoms Act 2012. The charity has written safeguarding policies for children and for adults.

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- Providing accommodation for a monastic teacher of the Order of Buddhist Contemplatives. In order to advance Buddhism, it is very helpful to have someone who has learnt about it in detail, has been practising it for many years and is qualified to explain the teaching to others. Norwich Zen Buddhist Priory therefore supports a teacher of the Order of Buddhist Contemplatives. This is a senior qualified priest who has a solid foundation of experience in the spiritual practice of Serene Reflection Meditation and is regulated by a wider order that has rules of conduct. This monastic teacher (the Prior) is based full-time at the Priory and is available to the public to explain and generally advance the religion. As well as providing teaching and spiritual guidance and support to the congregation, the Prior offers traditional Buddhist services including funerals, weddings and naming ceremonies.
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opportunity for regular retreats incorporating Buddhist teaching. This is of great value to all, allowing space and contemplation within the demands of busy lives and the pressures of jobs, families and relationships. By finding a spiritual practice and having the opportunity of spiritual retreat, emotional concerns and spiritual questions can be addressed, allowing for greater peace and harmony. This not only helps the individual but can also have a positive impact on the lives of those around them.

- A wider resource for organisations and individuals to find out about Buddhism. Norwich Zen Buddhist Priory provides a library of Buddhist books and CDs of lectures that people can borrow, as well as leaflets on Buddhist teaching and practice. Besides having the teaching and ceremonial of the Serene Reflection Meditation School available at Norwich Zen Buddhist Priory's premises, the teaching is available on request to schools and other organisations throughout the East Anglia area. Part of the Prior's role is to take up invitations to talk at schools and colleges and to extend whatever help she can to those who wish to deepen their spiritual life. There is a Serene Reflection Meditation Group in Cambridge, which holds regular meetings, and the Prior connects with the group regularly.

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Achievements and performance

Norwich Zen Buddhist Priory has continued to offer a variety of activities that have helped make Buddhist teaching available and also promoted Buddhism through encouraging and facilitating the practice of Serene Reflection Meditation.

This year saw the number of people attending Priory events in person back to pre-pandemic levels. The regular events were usually hybrid, with some people present at the Priory, while others joined via Zoom. The online element of the meetings meant that we were able to connect with people across the country, as well as abroad, thereby expanding our congregation.

The life of the Priory continued with a schedule of meditation, ceremonies, teaching and discussion. We came together online for morning meditation and morning service at 7.30am for a few mornings each week. In order to give people with busy lives plenty of opportunity to come to the Priory, events were scheduled on weekday evenings and at weekends. The Tuesday evening meetings were stopped in January 2023, but the meetings on the evenings of Wednesday and Thursday continued and were well-attended.

Norwich Zen Buddhist Priory offered events to both newcomers and experienced practitioners in our congregation. For the former, during the past year, we offered 12 Introductory Afternoons (once a month on a Saturday), where those who were new to our

practice could come along to a one-off session for a couple of hours and find out about our tradition. In addition, newcomers could be introduced to our practice before one of our evening meetings. Once people had attended an introductory session, they were welcome to come along to any of the events scheduled at the Priory. In October and November 2022, we held a Basic Buddhism Course, on Tuesday evenings over eight weeks: following an introduction to meditation and our practice on the first week, the subsequent meetings included a talk and discussion focussing on a basic Buddhist concept. During the year, 33 newcomers were introduced to the practice of Serene Reflection Meditation, mostly in person at the Priory, with a few having their introduction online. In addition, the Priory hosted a visit from seven students who were members of the University of East Anglia's Mindfulness and Meditation Society, so that they could find out more about Soto Zen practice.

For the more experienced practitioners in our congregation, the most popular events were the Wednesday Dharma Evenings and the Thursday Evening Meetings, where meditation was followed by a Dharma talk and discussion. On Saturdays, most months, we offered either a half-day retreat or a Meditation and Contemplation Day, where people were welcome to come and use the Priory's facilities to have their own retreat for the day. We also held two day retreats, where several meditation periods were interspersed with short ceremonies, a talk and a discussion. On Sunday mornings, the format of the events was to have a meditation period and a ceremony, followed by a discussion. In July, we held a four-day sesshin, or intensive meditation retreat, which proved popular.

In addition to the scheduled events, people were welcome to come to the Priory at other times, particularly if they wished to talk with the Prior on a one-to-one basis about how their meditation and practice were going. For much of the year, a garden group met up on Tuesday afternoons, to work together informally to keep the Priory's garden area tidy and well-maintained.

On 6th November 2022, the Priory marked its ninth anniversary, which included a festival for our founder, Rev. Master Jiyu-Kennett. On other Sundays during the year, we celebrated the major Buddhist festivals of Wesak (the Festival of the Buddha's Birth) and the Buddha's Enlightenment.

The Prior performed ceremonies requested by members of the congregation, including a lay ordination. She supported the congregation in other ways, most notably by giving spiritual counselling when requested (whether in person or via video call, telephone or email), as well as by making home visits to two congregation members who were unable to attend the Priory. During the year, there were two social gatherings, which were a welcome chance to get together and enjoy each other's company in a setting other than the Priory.

The Prior had an online meeting with the meditation group in Cambridge early in the year, to meditate with them, give a talk and lead a discussion. A senior monk of the OBC, Rev. Leandra Robertshaw, took up residence in the Cambridge area later in the year and she visited the group in person on a regular basis. Meetings of the Cambridge group, whether in person or online, were open to the general public, with two lay ministers being available to introduce newcomers to our practice.

The Priory website, which included a calendar of events, was kept up-to-date. This was the main way by which the general public found out about the Priory. The website included an

option to subscribe to our bimonthly newsletter. More detailed information about events was shared through the Priory's email group.

Financial review

Reserves policy

The trustees hold sufficient free reserves to allow the charity to continue to operate during periods of fluctuating income. The level of reserves is calculated by taking a figure of half the charity's typical annual income and adding £6,000 to that amount, to cover replacement of a major asset, giving a figure of £16,000. A review of the amount of reserves required to fulfil the charity's continuing obligations is carried out by the trustees on an annual basis.

On 31st March 2023, the charity had £58,734 cash available. This high level of reserves is considered to be necessary for at least the next year, because some further large expenditure is anticipated for various maintenance projects for the Priory property. The next year should provide a clearer sense of the impact on the Priory's finances of the recent significant increases in the cost of living (especially as the charity's two-year fixed-term fuel tariff will come to an end) and it seems prudent to have a good level of reserves available over this time. If the cash reserves remain high, the charity will pay off another of its short-term loans.

Principal funding sources

The principal source of income for the charity is donations, which is the traditional method of supporting Buddhist activities. No fees are charged for attending any events. Those attending Priory events can make an entirely voluntary donation of an amount that is appropriate to their own circumstances. Bank transfers account for most donations nowadays, with gifts of cash and cheques into the alms bowl tending to be infrequent. Regular support is also given to the temple by those who have kindly taken out a standing order in the charity's favour. Where donors authorise us, we are able to reclaim the tax they have paid on their donations under the current Gift Aid scheme and, in addition, we are able to claim under the Gift Aid Small Donations Scheme.

Members of the congregation, as part of their Buddhist practice, may assist both with the day-to-day running of the Priory and with one-off projects. No salaries are paid by the charity to anyone.

How expenditure has supported the key objectives of the charity

The expenditure of the charity has been in running Norwich Zen Buddhist Priory. As the presence of a resident monk at the Priory is vital to realising our charitable objects, the Prior is supported by the charity.

Income and expenditure

The total income for the year was £27,033. Although this was a decrease of 27% on the figure for the previous year (£37,199), most of this fall was due to significantly less tax being reclaimed this year (£4,349, a decrease of 68%). This is because, in the previous year, tax had been reclaimed on many of the large one-off donations that had specifically been given

to help with the purchase of the new property. The figure for donations this year was £22,606, which was a decrease of just 4%, showing that the charity's core donations had held up well, despite the challenging economic climate.

The total expenditure for the year was £36,956, which included repayments of £9,996 on an interest-free loan (given to help with the purchase of the charity's property) that is being repaid in monthly instalments over 24 years, as well as the repayment in full of another interest-free loan of £15,000 (given for the same purpose). When these are excluded, the charity's costs for the year were £11,960, which is 37% less than the comparable figure of £19,113 from the previous year. This is because the previous year's expenses had included several large payments associated with moving into the new property. This year, equipment and maintenance costs were £5,026 (a decrease of 52%, from £10,436) and were accounted for mainly by cleaning the exterior of the house, installing a new front door and window replacement and repairs. Despite the increased cost of living during the year, the charity's bill for food, household and garden expenses fell (by 36%) to £2,654, mainly due to there being no long-term guests staying at the Priory this year. The fuel bill was kept at a low level, comparable to the previous year, by the charity continuing to be on a two-year fixed-rate tariff, which was due to end in May 2023.

Overall, there was an excess of expenditure over income of £9,923 for the year (compared with an excess of income over expenditure of £8,923 for the previous year). However, this included a one-off repayment of a £15,000 interest-free loan.

Investment policy and objectives

Our policy is to hold sufficient working capital in our Lloyds Bank Trustee Account (current account) to cover routine day-to-day expenditure. We also have savings in an instant access savings account with Lloyds Bank. We continue to keep this area under review.

The monies held by the charity in the two Lloyds Bank accounts at the end of this year were £58,692 (giving a total of £58,734 when petty cash was included). This was £9,923 less than the total held at the end of the previous financial year (but there had been the repayment of a £15,000 loan during the year).

Other information

It is felt that the financial position of the charity at the balance sheet date (together with donations that will be received during the coming year) will be sufficient to cover the charity's daily running costs and obligations currently existing.

The charity's assets are held for charitable purposes and the trustees have no reason to believe that the current values of the charity's assets are materially different from that shown in the accounts.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees by:

.....

Gillian Frances Houn Leoma Hague

(Chair of the trustees)

8 September 2023

**Independent Examiner's Report
to the trustees of Norwich Zen Buddhist Priory
(charity registration no. 1190154)
for the year ended 31 March 2023**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 2023.

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 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.

James Gore-Langton FCCA DChA

Garth
Outertown
Stromness
KW16 3JP

15 October 2023

Norwich Zen Buddhist Priory

Registered Charity No. 1190154

Receipts and Payments Account

for the year ended 31 March 2023

	Note	2023 £	2022 £
Receipts			
Donations		22,606	23,609
Tax reclaimed		4,349	13,585
Bank interest		78	5
Total receipts		27,033	37,199
Payments			
<i>Charitable expenditure</i>			
Food, household and garden		2,654	4,158
Rent, rates and utilities		1,826	1,712
Office and computer		500	679
Telephone/broadband		550	645
Insurance		1,053	1,233
Sacristy		91	22
Library and missionary		259	229
Equipment and maintenance		5,026	10,436
Sub-total		11,960	19,113
Loan repayments		24,996	9,163
Total payments		36,956	28,276
Net receipts/(payments)		(9,923)	8,923
Bank and cash brought forward		68,657	59,734
Bank and cash at 31 March		58,734	68,657

All the funds of the charity are unrestricted.

Norwich Zen Buddhist Priory

Registered Charity No. 1190154

Statement of Assets and Liabilities

as at 31 March 2023

	2023	2022
	£	£
Cash funds		
Bank	58,692	68,615
Petty cash	42	42
Total cash funds	<u>58,734</u>	<u>68,657</u>
Other monetary assets		
Gift Aid tax reclaim due	2,549	2,302
Total other monetary assets	<u>2,549</u>	<u>2,302</u>
Fixed assets		
Land and buildings	3 <u>316,028</u>	<u>316,028</u>
Short-term liabilities		
Creditors	<u>-</u>	<u>81</u>
Long-term liabilities		
Loans	4 <u>233,841</u>	<u>258,837</u>

Approved by the trustees on 8 September 2023 and signed on their behalf by

Christine Yeomans (Trustee)

Norwich Zen Buddhist Priory

Registered Charity No. 1190154

Notes to the accounts

for the year ended 31 March 2023

1. The charity is a charitable incorporated organisation registered with the Charity Commission (registration no. 1190154), on 29 June 2020. On 1st October 2020 the charity took over the assets and operations of the charity Norwich Buddhist Priory (registration no. 1155077).

2. All the charity's funds are unrestricted.

3. On 26/03/2021 the charity purchased a property for £316,028 (including ancillary costs). The property is now the temple run by the charity.

4. Loans to the charity to finance the purchase of its property are from supporters of the charity and are interest-free, and unsecured.

One loan of £220,841 is being repaid by monthly instalments over 24 years.

The remaining loans totalling £13,000 are repayable within 10 years.

There are no guarantees given by the charity which could result in a potential liability.

5. One of the trustees, Rev. Leoma Hague, is the resident Prior at Norwich Zen Buddhist Priory, the temple run by the charity. As such her living expenses are met by the charity, in accordance with the provisions of the charity's constitution.

Accounts

Registered charity number 1190154

Norwich Zen Buddhist Priory

Trustees' Annual Report

**for the period
from 1st April 2021
to 31st March 2022**

Norwich Zen Buddhist Priory
Report of the Board of Trustees
for the period from 1st April 2021 to 31st March 2022

Reference and administration details

Charity name	Norwich Zen Buddhist Priory
Charity's principal address	23 Hellesdon Road Norwich NR6 5EB
Registered charity number	1190154
Date of registration	29 th June 2020
Governing document	Constitution dated 29 th June 2020
Trustees for the charity	Rev. Gillian Frances Houn Leoma Hague (Chair & Secretary) Rev. David Houn Saido Kennaway Mr. Christopher David Loukes (Treasurer) Ms. Christine Mary Yeomans
Accountant	James Gore-Langton FCCA DChA 19 Grasmere Road Meltham Holmfirth HD9 4HF
Bankers	Lloyds Bank plc Walthamstow Branch PO Box 1000 BX1 1LT

Norwich Zen Buddhist Priory
Report of the Board of Trustees
for the period from 1st April 2021 to 31st March 2022

Charity structure, governance and management

Description of the charity's structure

Norwich Zen Buddhist Priory is a charitable incorporated organisation (CIO) governed by a Constitution dated 29th June 2020. It was set up to replace the charitable trust Norwich Buddhist Priory (registered charity number: 1155077). On 1st October 2020, all of the assets of the latter charity were transferred to Norwich Zen Buddhist Priory, to be used for similar purposes to those of the trust. The change of charity structure was undertaken so that Norwich Zen Buddhist Priory could purchase property and hold it in its own name.

The charity's trustees are appointed by the body of trustees. All trustees are either members in good standing of the Order of Buddhist Contemplatives or long-term members of the congregation (someone who has taken lay ordination within the Order of Buddhist Contemplatives and has subsequently been associated with the Order for at least five years). The first trustees are four in number and they are: Rev. Leoma Hague (the Prior of Norwich Zen Buddhist Priory), Rev. Saido Kennaway, Christopher Loukes and Christine Yeomans.

Charity history

Norwich Zen Buddhist Priory is a temple of the Order of Buddhist Contemplatives, practising in the Sōtō Zen tradition of Buddhism (also called Serene Reflection Meditation), which originated in China and was transmitted to Japan. It emphasises the practice of meditation (zazen), living by the Buddhist Precepts and acting from the heart of compassion, love and wisdom in one's daily life. In zazen, one sits still in the present moment with an alert and all-accepting mind, allowing feelings and thoughts to arise and fall away naturally, without holding on to them or trying to push them away. Within the Sōtō Zen school there are many teaching lines and each has its own particular flavour. Serene Reflection Meditation is the name used for this practice by those who follow the Sōtō Zen lineage which was brought from Japan by Rev. Master Jiyu-Kennett. She was an English woman who trained at one of the two head temples of the Sōtō Zen Church in Japan. After qualifying as a Master and Teacher she was requested by her western disciples and the Sōtō Zen Church in Japan to spread the teaching in the West. She founded the Order of Buddhist Contemplatives to act as the international administrative and support organisation for the monks and lay ministers practising within the Serene Reflection Meditation tradition.

Over the years, throughout the UK, affiliated local meditation groups have been formed by those who consider themselves members of the lay congregation, to follow the particular forms of practice of the Order. These groups, which hold regular meetings for formal meditation, are a source of mutual help and encouragement and they also serve as a valuable first contact for members of the general public who are interested in our practice. One such group was the Norwich Serene Reflection Meditation Group, which began meeting in the 1980s. The group decided that they would like to establish a centre in Norwich to enable Zen meditation and Buddhist practice within our tradition to be offered more widely in the East Anglia area. The group began raising funds for this purpose and in 2009 the Norwich

Buddhist Priory Trust was formed.

In 2013, the Order agreed to the request of the group to establish a priory in Norwich. It was decided that Rev. Leoma Hague, who had been making regular visits to the Norwich and Cambridge groups for more than three years, would become the Prior. In September 2013, a suitable property was found to rent in Norwich. A few weeks later, the Priory began offering a full schedule of events. In December 2013, Norwich Buddhist Priory became a registered charity. In 2020, it was agreed to change the structure of the charity to become a CIO, so that the charity could purchase property and hold it in its own name. The CIO Norwich Zen Buddhist Priory was registered as a charity on 29th June 2020 and the assets of the trust were transferred to the CIO on 1st October 2020. The charity purchased a property to be its long-term home, at 23 Hellesdon Road, Norwich, NR6 5EB, on 26th March 2021.

Management of the Priory

The Prior is responsible for the day-to-day management of Norwich Zen Buddhist Priory. She consults with the congregation at the Priory's monthly Steering Meetings. The Priory does not have a fixed body of people acting as a steering group, but instead the regular meetings are open to anyone who would like to discuss how the Priory is working.

Meetings of the board of trustees of the charity take place at least twice each year.

Risk management

The trustees have considered major risks to which the charity is potentially exposed and are confident of the existing systems in place to minimise the risks. In particular, insurance cover is in place and the finances of the Priory are kept under regular review. The charity has a written risk management policy which is reviewed at least annually and amended as necessary.

We are aware of the rules protecting children and vulnerable adults from abuse that came into force 12th October 2009 and we continue to review our activities in the light of these. We do not carry out any regulated activities with children or vulnerable adults, as defined by the Safeguarding Vulnerable Groups Act 2006 and amended by the Protection of Freedoms Act 2012. The charity has written safeguarding policies for children and for adults.

The charity has a written health & safety policy which is regularly reviewed and amended if necessary. It also has written policies on anti-fraud, complaints, conflict of interest, data protection and volunteering.

Objectives and activities

The objects of the charity are:

- To advance the Buddhist religion for the public benefit in accordance with the doctrines and principles of the Buddhist faith, in particular the Serene Reflection Meditation school of Buddhism (also known as Sōtō Zen Buddhism).
- To advance the education of the public in the subject of meditation and the teachings

of Buddhism, in particular (but not exclusively) by supporting and encouraging the study and practice of Buddhist meditation.

Norwich Zen Buddhist Priory offers Buddhist teaching and practice to everyone. It provides a place where people can practise meditation and it supports them in living within a Buddhist framework, according to Buddhist ethics.

Norwich Zen Buddhist Priory functions within the Order of Buddhist Contemplatives. The Order is self-regulating and ensures that those who are in good standing do not give misleading teaching and are upholding the Buddhist Precepts. The main tenets of the Serene Reflection Meditation School are:

1. The practice of meditation.
2. Keeping the moral Precepts of Buddhism, both in service to others and in our own inner practice.
3. The teaching that all beings have Buddha Nature - all are fundamentally pure, but out of ignorance we create suffering, thereby obscuring our real nature.
4. Awakening the heart of compassion and expressing it through selfless activity.

One of the main ways that Buddhism is spread is by individuals making a personal commitment to practise the Buddhist teachings as best they can. Those who meditate and follow the practice are likely to advance the Buddhist faith through their example, via ordinary contact with others in their daily lives. To help this happen, Norwich Zen Buddhist Priory provides facilities that are open to the public, where the teachings and practice of the Buddhist faith, and especially the Serene Reflection Meditation School, are made available.

Some practical examples of the kind of provision that Norwich Zen Buddhist Priory makes to achieve these objects are as follows:-

- A centre with premises called the Norwich Zen Buddhist Priory, open to anyone interested in learning about Buddhist teaching and meditation and how to put it into practice in their lives. The premises include a meditation room, a quiet place of contemplation. The premises are also a venue for Buddhist ceremonies, retreats, talks/lectures and discussions. The premises are located in a place that is readily accessible for people living in Norwich and the surrounding area. The schedule of regular events at the Priory is advertised on the Priory's website.
- Providing accommodation for a monastic teacher of the Order of Buddhist Contemplatives. In order to advance Buddhism, it is very helpful to have someone who has learnt about it in detail, has been practising it for many years and is qualified to explain the teaching to others. Norwich Zen Buddhist Priory therefore supports a teacher of the Order of Buddhist Contemplatives. This is a senior qualified priest who has a solid foundation of experience in the spiritual practice of Serene Reflection Meditation and is regulated by a wider order that has rules of conduct. This monastic teacher (the Prior) is based full-time at the Priory and is available to the public to explain and generally advance the religion. As well as providing teaching and spiritual guidance and support to the congregation, the Prior offers traditional Buddhist services including funerals, weddings and naming ceremonies.
- Providing a place for Buddhist retreats. Norwich Zen Buddhist Priory provides the opportunity for regular retreats incorporating Buddhist teaching. This is of great value

to all, allowing space and contemplation within the demands of busy lives and the pressures of jobs, families and relationships. By finding a spiritual practice and having the opportunity of spiritual retreat, emotional concerns and spiritual questions can be addressed, allowing for greater peace and harmony. This not only helps the individual but can also have a positive impact on the lives of those around them.

- A wider resource for organisations and individuals to find out about Buddhism. Norwich Zen Buddhist Priory provides a library of Buddhist books and CDs of lectures that people can borrow, as well as leaflets on Buddhist teaching and practice. Besides having the teaching and ceremonial of the Serene Reflection Meditation School available at Norwich Zen Buddhist Priory's premises, the teaching is available on request to schools and other organisations throughout the East Anglia area. Part of the Prior's role is to take up invitations to talk at schools and colleges and to extend whatever help she can to those who wish to deepen their spiritual life. There is a Serene Reflection Meditation Group in Cambridge, which holds regular meetings, and the Prior visits the group three or four times a year.

In planning the activities of the charity, the trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit, as detailed in guidance published by the Charity Commission, in particular its supplementary guidance on the advancement of religion for the public benefit.

The Priory does not charge a set fee for any teaching, retreat or other event, as we wish to continue the ancient Buddhist practice of not charging for the teaching. Funding is solely by donations from our congregation and visitors. Other offerings besides financial, such as material and practical help, are given by the congregation and much appreciated.

Achievements and performance

In March 2021, Norwich Zen Buddhist Priory purchased a property to become its new home and the move took place on 14th April. The property, which is a detached house in a quiet location on the outskirts of Norwich, has facilities that render it an excellent Priory, including a large meditation room and extra bedrooms and bathrooms, which mean that overnight stays can be offered. The Prior and the congregation have settled well into the new property, but considerable repair and maintenance work was needed, including improvements to the roof, electrics and plumbing.

Disruption caused by the move and subsequent repair work, in the spring and summer of 2021, was kept to a minimum and Norwich Zen Buddhist Priory was able to continue to offer a variety of activities that have helped make Buddhist teaching available and also promoted Buddhism through encouraging and facilitating the practice of Serene Reflection Meditation.

In mid-May, lockdown restrictions which had been in place in response to the coronavirus pandemic began to be eased and congregation members were able to start coming along to the Priory in person again. However, ongoing concerns about infection rates meant that for much of the year attendance in person was low and most people continued to join meetings online. The regular events were usually hybrid, with some people present at the Priory, while others joined via Zoom. The online element of the meetings means that we are able to connect with people across the country, as well as abroad, in countries such as Spain and Brazil, thereby expanding our congregation. However, amongst newcomers, there has

generally been a preference for attending in person and meditating in the same room as other people.

The life of the Priory has continued with a schedule of meditation, ceremonies, teaching and Sangha meetings. We come together for morning meditation and Short Morning Service at 7.30am on five days a week. We also have meetings of the Sangha on the evenings of Tuesday, Wednesday and Thursday, as well as on Sunday morning and some Saturdays.

Norwich Zen Buddhist Priory offers events to both newcomers and experienced practitioners in our congregation. For the former, during the past year, we offered 9 Introductory Afternoons (once a month on a Saturday, recommencing in July), where those who are new to our practice can come along to a one-off session for a couple of hours and find out about our tradition. In addition, newcomers can be introduced to our practice before one of our Basic Buddhism Evenings on a Tuesday, or else online on an individual basis. In October and November 2021, we held a Basic Buddhism Course at the Priory, on Tuesday evenings over eight weeks: following an introduction to meditation and our practice on the first week, the subsequent meetings included a talk and discussion focussing on a basic Buddhist concept. Once people have attended an introductory session, they are welcome to come along to any of the events scheduled at the Priory, with the weekly Basic Buddhism Evening usually being the most appropriate next step. During the year, 36 newcomers were introduced to the practice of Serene Reflection Meditation, mostly in person at the Priory, with a few having their introduction online.

For the more experienced practitioners in our congregation, the most popular events are the Wednesday and Thursday Dharma Evenings, where meditation is followed by a Dharma talk and discussion. In order to give people with busy lives plenty of opportunity to come to the Priory, events are scheduled on weekday evenings and at weekends. On Saturdays, we offered a half-day retreat most months, as well as Meditation and Contemplation Days, where people are welcome to come and use the Priory's facilities to have their own retreat for the day. We also held quarterly day retreats, where several meditation periods were interspersed with short ceremonies, a talk and a discussion. Every Sunday morning there was a scheduled event, which included a meditation period and a ceremony, followed by a discussion. In December we held a four-day sesshin, or intensive meditation retreat, for the first time, which proved popular.

In addition to the scheduled events, people are welcome to come to the Priory at other times, particularly if they wish to talk with the Prior on a one-to-one basis about how their meditation and practice is going. For much of the year, a garden group met up on Tuesday afternoons, weather permitting, to work together informally to keep the Priory's garden area tidy and well-maintained.

On 7th November 2021, the Priory marked its eighth anniversary with a special ceremony of blessing for its new home. On other Sundays during the year, we celebrated the major Buddhist festivals of Wesak (the Festival of the Buddha's Birth) and the Buddha's Enlightenment.

The Prior performed ceremonies requested by members of the congregation, including a lay ordination, an animal funeral and a memorial. She supported the congregation in other ways, most notably by giving spiritual counselling when requested (whether in person or via video

call, telephone or email), as well as by making a home visit to an elderly congregation member. During the year, there were two social gatherings, which were a welcome chance to get together and enjoy each other's company in a setting other than the Priory.

The Prior has been unable to visit the meditation group in Cambridge since coronavirus restrictions came into force. However, she had online meetings with them a few times during the year, to meditate with them, give a talk and lead a discussion. Meetings of the Cambridge group, whether in person (these started again in September) or online, are open to the general public, with two lay ministers being available to introduce newcomers to our practice.

The Priory website, which includes a calendar of events, is kept up-to-date. This is the main way by which the general public find out about the Priory. The website includes an option to subscribe to our bimonthly newsletter. More detailed information about events is shared through the Priory's email group.

Financial review

Reserves policy

The trustees hold sufficient free reserves to allow the charity to continue to operate during periods of fluctuating income. The level of reserves is calculated by taking a figure of half the charity's typical annual income and adding £6,000 to that amount, to cover replacement of a major asset, giving a figure of £16,000.

On 31st March 2022, the charity had £68,657 cash available. This high level of reserves is considered to be necessary for at least the next year, because some further large expenditure is needed to cover various repairs and maintenance to the property that was purchased in March 2021. The next year should provide a clearer sense of the cost of the ongoing upkeep of the property and it is prudent to have a good level of reserves available over this time. If the cash reserves remain high, the charity would be in a position to start paying off its short-term loans.

Principal funding sources

The principal source of income for the charity is donations, which is the traditional method of supporting Buddhist activities. No fees are charged for attending any events. Those attending Priory events can make an entirely voluntary donation of an amount that is appropriate to their own circumstances. Although donations of cash and cheques into the Alms Bowl have been greatly reduced, due to fewer people attending the Priory in person, bank transfers have more than made up for this. Regular support is also given to the temple by those who have kindly taken out a standing order in the charity's favour. Where donors authorise us to, we are able to reclaim the tax they have paid on their donations under the current Gift Aid scheme and, in addition, we are able to claim under the Gift Aid Small Donations Scheme.

Members of the congregation, as part of their Buddhist practice, may assist both with the day-to-day running of the Priory and with one-off projects. No salaries are paid by the charity to anyone.

How expenditure has supported the key objectives of the charity

The expenditure of the charity has been in running Norwich Zen Buddhist Priory. As the presence of a resident monk at the Priory is vital to realising our charitable objects, the Prior is supported by the charity.

Income and expenditure

The total income for the year was £37,199. Donations were £23,609. The figure for donations for the previous year had been much higher than usual, because it included several large one-off donations specifically to help with the purchase of the new property. When these were excluded, the figure for donations in the previous year was £19,116, showing that general financial support for the charity increased significantly (by 23%). The amount of tax reclaimed this year, £13,585, was considerably higher than usual, as it included tax that could be reclaimed on many of the large donations given towards the Buildings Appeal in the previous year.

The total expenditure for the year was £28,276, which included repayments of £9,163 on an interest-free loan that is secured on the charity's freehold property and is being repaid by monthly instalments over 24 years. When that is excluded, the charity's costs for the year were £19,113, which is considerably more than the comparable figure of £5,880 from the previous year (obtained by excluding rent from the expenditure figure). This was due to the move to a new, owned property at the start of the financial year. Much of this increase was accounted for by equipment and maintenance costs of £10,436 (compared to just £309 in the previous year), for one-off building repair and maintenance projects that were needed on property (including £3,900 on roofing repairs and £1,625 on electrical work), as well as the purchase of furniture, electrical goods and fixtures and fittings. Other significant expenditure consequent on the move to the new property were: garden expenses of £1,177 (much of which was for treating Japanese knotweed found on the property); increased insurance costs, which rose to £1,233 from £336; and higher council tax, at £1,468 compared to £974. In addition, fuel, food and household expenses increased, there being various reasons for this: the move to a larger property; increased prices; and a guest staying at the Priory for three months.

Overall, there was an excess of income over expenditure of £8,923 for the year, compared with £7,983 for the previous year (when loan repayments and rent were excluded).

Investment policy and objectives

Our policy is to hold sufficient working capital in our Lloyds Bank Trustee Account (current account) to cover routine day-to-day expenditure. We also have savings in an instant access savings account with Lloyds Bank. We continue to keep this area under review.

The monies held by the charity in the two Lloyds Bank accounts at the end of this year were £68,614 (giving a total of £68,657 when petty cash was included). This was £8,923 more than the total held at the end of the previous financial year.

Other information

It is felt that the financial position of the charity at the balance sheet date (together with donations that will be received during the coming year) will be sufficient to cover the charity's daily running costs and obligations currently existing.

The charity's assets are held for charitable purposes and the trustees have no reason to believe that the current values of the charity's assets are materially different from that shown in the accounts.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees by:

Gillian Frances Houn Leoma Hague

(Chair of the trustees)

20 June 2022

**Independent Examiner's Report
to the trustees of Norwich Zen Buddhist Priory
(charity registration no. 1190154)
for the year ended 31 March 2021**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 2022.

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 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.

James Gore-Langton FCCA DChA

19 Grasmere Road
Meltham
Holmfirth
HD9 4HF

8 July 2022

Norwich Zen Buddhist Priory**Registered Charity No. 1190154****Receipts and Payments Account**

for the year ended 31 March 2022

			29-Jun-20 to 31-Mar-21
	Note	2022 £	£
Receipts			
Transfer of assets from former charity	1	-	56,057
Donations		23,609	57,271
Tax reclaimed		13,585	1,888
Bank interest		5	30
Sub-total		37,199	115,246
Loans received	4	-	268,000
Total receipts		37,199	383,246
Payments			
<i>Charitable expenditure</i>			
Food, household and garden		4,158	834
Rent, rates and utilities		1,712	5,501
Office and computer		679	313
Telephone/broadband		645	442
Insurance		1,233	-
Sacristy		22	35
Library and missionary		229	36
Equipment and maintenance		10,436	303
Miscellaneous		-	19
Outside event expenses		-	-
Sub-total		19,113	7,484
Purchase of Priory building	3	-	316,028
Loan repayments		9,163	-
Total payments		28,276	323,512
Net receipts/(payments)		8,923	59,734
Bank and cash brought forward		59,734	-
Bank and cash at 31 March 2022		68,657	59,734

All the funds of the charity are unrestricted.

Norwich Zen Buddhist Priory

Registered Charity No. 1190154

Statement of Assets and Liabilities

as at 31 March 2022

	2022	2021
	£	£
Cash funds		
Bank	68,614	59,692
Petty cash	<u>42</u>	<u>42</u>
Total cash funds	<u>68,657</u>	<u>59,734</u>
Other monetary assets		
Gift Aid tax reclaim due	2,302	11,470
Total other monetary assets	<u>2,302</u>	<u>11,470</u>
Fixed assets		
Land and buildings	3 <u>316,028</u>	<u>316,028</u>
Short-term liabilities		
Creditors	<u>81</u>	<u>44</u>
Long-term liabilities		
Loans	4 <u>258,837</u>	<u>268,000</u>

Approved by the trustees on 20 June 2022 and signed on their behalf by

Christine Yeomans (Trustee)

Norwich Zen Buddhist Priory

Registered Charity No. 1190154

Notes to the accounts

for the year ended 31 March 2022

1. The charity is a charitable incorporated organisation registered with the Charity Commission (registration no. 1190154), on 29 June 2020. On 1st October 2020 the charity took over the assets and operations of the charity Norwich Buddhist Priory (registration no. 1155077).

2. All the charity's funds are unrestricted.

3. On 26/03/2021 the charity purchased a property for £316,028 (including ancillary costs). The property is now the temple run by the charity.

4. Loans to the charity to finance the purchase of its property are from supporters of the charity and are interest-free.

One loan of £230,837 is secured on the charity's freehold property. This loan is being repaid by monthly instalments over 24 years.

The remaining loans totalling £28,000 are unsecured, and are repayable within 10 years.

There are no guarantees given by the charity which could result in a potential liability.

5. One of the trustees, Rev. Leoma Hague, is the resident Prior at Norwich Zen Buddhist Priory, the temple run by the charity. As such her living expenses are met by the charity, in accordance with the provisions of the charity's constitution.

Accounts

Registered charity number 1190154

Norwich Zen Buddhist Priory

Trustees' Annual Report

**for the period
from 29th June 2020
to 31st March 2021**

Norwich Zen Buddhist Priory
Report of the Board of Trustees
for the period from 29th June 2020 to 31st March 2021

Reference and administration details

Charity name	Norwich Zen Buddhist Priory
Other name charity is known by	Norwich Buddhist Priory
Charity's principal address	104A Unthank Road Norwich NR2 2RR
Registered charity number	1190154
Date of registration	29 th June 2020
Governing document	Constitution dated 29 th June 2020
Trustees for the charity	Rev. Gillian Frances Houn Leoma Hague (Chair & Secretary) Rev. David Houn Saido Kennaway Mr. Christopher David Loukes (Treasurer) Ms. Christine Mary Yeomans
Accountant	James Gore-Langton FCCA DChA 19 Grasmere Road Meltham Holmfirth HD9 4HF
Bankers	Lloyds Bank plc Walthamstow Branch PO Box 1000 BX1 1LT Triodos Bank (<i>account closed on 15/10/20</i>) Deanery Road Bristol BS1 5AS

Norwich Zen Buddhist Priory
Report of the Board of Trustees
for the period from 29th June 2020 to 31st March 2021

Charity structure, governance and management

Description of the charity's structure

Norwich Zen Buddhist Priory is a charitable incorporated organisation (CIO) governed by a Constitution dated 29th June 2020. It was set up to replace the charitable trust Norwich Buddhist Priory (registered charity number: 1155077). On 1st October 2020, all of the assets of the latter charity were transferred to Norwich Zen Buddhist Priory, to be used for similar purposes to those of the trust. The change of charity structure was undertaken so that Norwich Zen Buddhist Priory could purchase property and hold it in its own name.

The charity's trustees are appointed by the body of trustees. All trustees are either members in good standing of the Order of Buddhist Contemplatives or long-term members of the congregation (someone who has taken lay ordination within the Order of Buddhist Contemplatives and has subsequently been associated with the Order for at least five years). The first trustees are four in number and they are the same as the trustees of Norwich Buddhist Priory at the time of the transfer of assets: Rev. Leoma Hague (the Prior of Norwich Zen Buddhist Priory), Rev. Saido Kennaway, Christopher Loukes and Christine Yeomans.

Charity history

Norwich Zen Buddhist Priory is a temple of the Order of Buddhist Contemplatives, practising in the Sōtō Zen tradition of Buddhism (also called Serene Reflection Meditation), which originated in China and was transmitted to Japan. It emphasises the practice of meditation (zazen), living by the Buddhist Precepts and acting from the heart of compassion, love and wisdom in one's daily life. In zazen, one sits still in the present moment with an alert and all-accepting mind, allowing feelings and thoughts to arise and fall away naturally, without holding on to them or trying to push them away. Within the Sōtō Zen school there are many teaching lines and each has its own particular flavour. Serene Reflection Meditation is the name used for this practice by those who follow the Sōtō Zen lineage which was brought from Japan by Rev. Master Jiyu-Kennett. She was an English woman who trained at one of the two head temples of the Sōtō Zen Church in Japan. After qualifying as a Master and Teacher she was requested by her western disciples and the Sōtō Zen Church in Japan to spread the teaching in the West. She founded the Order of Buddhist Contemplatives to act as the international administrative and support organisation for the monks and lay ministers practising within the Serene Reflection Meditation tradition.

Over the years, throughout the UK, affiliated local meditation groups have been formed by those who consider themselves members of the lay congregation, to follow the particular forms of practice of the Order. These groups, which hold regular meetings for formal meditation, are a source of mutual help and encouragement and they also serve as a valuable first contact for members of the general public who are interested in our practice. One such group was the Norwich Serene Reflection Meditation Group, which began meeting in the 1980s. The group decided that they would like to establish a centre in Norwich to enable Zen meditation and Buddhist practice within our tradition to be offered more widely in the East

Anglia area. The group began raising funds for this purpose and in 2009 the Norwich Buddhist Priory Trust was formed.

In 2013, the Order agreed to the request of the group to establish a priory in Norwich. It was decided that Rev. Leoma Hague, who had been making regular visits to the Norwich and Cambridge groups for more than three years, would become the Prior. In September 2013, a suitable property was found to rent in Norwich. A few weeks later, the Priory began offering a full schedule of events. In December 2013, Norwich Buddhist Priory became a registered charity. In 2020, it was agreed to change the structure of the charity to become a CIO, so that the charity could purchase property and hold it in its own name. The CIO Norwich Zen Buddhist Priory was registered as a charity on 29th June 2020 and the assets of the trust were transferred to the CIO on 1st October 2020. The charity purchased a property to be its long-term home, at 23 Hellesdon Road, Norwich, NR6 5EB, on 26th March 2021.

Management of the Priory

The Prior is responsible for the day-to-day management of Norwich Zen Buddhist Priory. She consults with the congregation at the Priory's monthly Steering Meetings. The Priory does not have a fixed body of people acting as a steering group, but instead the regular meetings are open to anyone who would like to discuss how the Priory is working.

Meetings of the board of trustees of the charity take place at least twice each year.

Risk management

The trustees have considered major risks to which the charity is potentially exposed and are confident of the existing systems in place to minimise the risks. In particular, insurance cover is in place and the finances of the Priory are kept under regular review. The charity has a written risk management policy which is reviewed at least annually and amended as necessary.

We are aware of the rules protecting children and vulnerable adults from abuse that came into force 12th October 2009 and we continue to review our activities in the light of these. We do not carry out any regulated activities with children or vulnerable adults, as defined by the Safeguarding Vulnerable Groups Act 2006 and amended by the Protection of Freedoms Act 2012. The charity has written safeguarding policies for children and for adults.

The charity has a written health & safety policy which is regularly reviewed and amended if necessary. It also has written policies on complaints, conflict of interest, data protection and volunteering.

Objectives and activities

The objects of the charity are:

- To advance the Buddhist religion for the public benefit in accordance with the doctrines and principles of the Buddhist faith, in particular the Serene Reflection Meditation school of Buddhism (also known as Soto Zen Buddhism).

- To advance the education of the public in the subject of meditation and the teachings of Buddhism, in particular (but not exclusively) by supporting and encouraging the study and practice of Buddhist meditation.

Norwich Zen Buddhist Priory offers Buddhist teaching and practice to everyone. It provides a place where people can practise meditation and it supports them in living within a Buddhist framework, according to Buddhist ethics.

Norwich Zen Buddhist Priory functions within the Order of Buddhist Contemplatives. The Order is self-regulating and ensures that those who are in good standing do not give misleading teaching and are upholding the Buddhist Precepts. The main tenets of the Serene Reflection Meditation School are:

1. The practice of meditation.
2. Keeping the moral Precepts of Buddhism, both in service to others and in our own inner practice.
3. The teaching that all beings have Buddha Nature - all are fundamentally pure, but out of ignorance we create suffering, thereby obscuring our real nature.
4. Awakening the heart of compassion and expressing it through selfless activity.

One of the main ways that Buddhism is spread is by individuals making a personal commitment to practise the Buddhist teachings as best they can. Those who meditate and follow the practice are likely to advance the Buddhist faith through their example, via ordinary contact with others in their daily lives. To help this happen, Norwich Zen Buddhist Priory provides facilities that are open to the public, where the teachings and practice of the Buddhist faith, and especially the Serene Reflection Meditation School, are made available.

Some practical examples of the kind of provision that Norwich Zen Buddhist Priory makes to achieve these objects are as follows:-

- A centre with premises called the Norwich Zen Buddhist Priory, open to anyone interested in learning about Buddhist teaching and meditation and how to put it into practice in their lives. The premises include a meditation room, a quiet place of contemplation. The premises are also a venue for Buddhist ceremonies, retreats, talks/lectures and discussions. The premises are located in a place that is readily accessible for people living in Norwich and the surrounding area. The schedule of regular events at the Priory is advertised on the premises and on the Priory's website.
- Providing accommodation for a monastic teacher of the Order of Buddhist Contemplatives. In order to advance Buddhism, it is very helpful to have someone who has learnt about it in detail, has been practising it for many years and is qualified to explain the teaching to others. Norwich Zen Buddhist Priory therefore supports a teacher of the Order of Buddhist Contemplatives. This is a senior qualified priest who has a solid foundation of experience in the spiritual practice of Serene Reflection Meditation and is regulated by a wider order that has rules of conduct. This monastic teacher (the Prior) is based full-time at the Priory and is available to the public to explain and generally advance the religion. As well as providing teaching and spiritual guidance and support to the congregation, the Prior offers traditional Buddhist services including funerals, weddings and naming ceremonies.
- Providing a place for Buddhist retreats. Norwich Zen Buddhist Priory provides the

opportunity for regular retreats incorporating Buddhist teaching. This is of great value to all, allowing space and contemplation within the demands of busy lives and the pressures of jobs, families and relationships. By finding a spiritual practice and having the opportunity of spiritual retreat, emotional concerns and spiritual questions can be addressed, allowing for greater peace and harmony. This not only helps the individual but can also have a positive impact on the lives of those around them.

- A wider resource for organisations and individuals to find out about Buddhism. Norwich Zen Buddhist Priory provides a library of Buddhist books and CDs of lectures that people can borrow, as well as leaflets on Buddhist teaching and practice. Besides having the teaching and ceremonial of the Serene Reflection Meditation School available at Norwich Zen Buddhist Priory's premises, the teaching is available on request to schools and other organisations throughout the East Anglia area. Part of the Prior's role is to take up invitations to talk at schools and colleges and to extend whatever help she can to those who wish to deepen their spiritual life. There is a Serene Reflection Meditation Group in Cambridge, which holds regular meetings, and the Prior visits the group three or four times a year.

In planning the activities of the charity, the trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit, as detailed in guidance published by the Charity Commission, in particular its supplementary guidance on the advancement of religion for the public benefit.

The Priory does not charge a set fee for any teaching, retreat or other event, as we wish to continue the ancient Buddhist practice of not charging for the teaching. Funding is solely by donations from our congregation and visitors. Other offerings besides financial, such as material and practical help, are given by the congregation and much appreciated.

Achievements and performance

Norwich Zen Buddhist Priory has introduced a variety of activities that have helped make Buddhist teaching available and also promoted Buddhism through encouraging and facilitating the practice of Serene Reflection Meditation.

On 1st October 2020, when the new CIO charity, Norwich Zen Buddhist Priory, took over from the old trust, government restrictions were in place in response to the coronavirus pandemic. Individuals (or two people from the same household) were able to visit the Priory, but all of the regular events were being held online. From 5th November, when the second national lockdown was introduced, the Priory was closed to all visitors.

The life of the Priory has continued throughout the various lockdowns and other coronavirus restrictions, with a near-normal schedule of meditation, ceremonies, teaching and Sangha meetings being maintained and shared online, using the Zoom app. We have been coming together for morning meditation and Short Morning Service on five days a week. We have also continued with our usual meetings on the evenings of Tuesday, Wednesday and Thursday, as well as on Sunday morning. Details of these events have been shared through the Priory's email group. We have also been offering newcomers introductions to our practice online, on an individual basis. We let the general public know about these online meetings through a prominent message on our website and our calendar. The congregation has been flourishing in this online form, with all events being attended by more people than were able to come

along to the Priory in person. Not only have we welcomed newcomers, but we have also been able to resume connections with people who had been part of our congregation and then moved away from Norwich. So well-received have these online meetings been that we are planning to maintain a Zoom element to all our events after people can once again attend the Priory in person.

Norwich Zen Buddhist Priory offers events to both newcomers and experienced practitioners in our congregation. With regard to newcomers, since 1st October, five people have been introduced to the practice of Serene Reflection Meditation, on an individual basis, either in person or via an online meeting. Once people have attended an introductory session, they are welcome to come along to any of the events scheduled, with the Basic Buddhism Evening on Tuesdays usually being the most appropriate next step.

For the more experienced practitioners in our congregation, the most popular events are the Wednesday and Thursday Dharma Evenings, where meditation is followed by a Dharma talk and discussion. In order to give people with busy lives plenty of opportunity to attend, events are scheduled on weekday evenings and at weekends. Every Sunday morning there is a scheduled event, which includes a meditation period and a ceremony, followed by a discussion over coffee. We also hold quarterly day retreats on a Saturday, where several meditation periods are interspersed with short ceremonies, a talk and a discussion. In addition, from Tuesday to Saturday, at 7.30am, people are able to join the Prior for meditation and morning service.

On 1st November 2020, the Priory marked its seventh anniversary with a special ceremony, which included a festival for our founder, Rev. Master Jiyu-Kennett, while on 20th December, we celebrated the Festival of the Buddha's Enlightenment.

The Prior has been supporting the congregation in other ways, most notably by giving spiritual counselling when requested (whether in person or via video call, telephone or email).

The Prior has been unable to visit the meditation group in Cambridge since coronavirus restrictions came into force. However, she has had online meetings with them every couple of months, to meditate with them, give a talk and lead a discussion. Online meetings of the Cambridge group are open to the general public and two lay ministers are available to introduce newcomers to our practice.

The Priory website, which includes a calendar of events, is kept up-to-date. This is the main way by which the general public find out about the Priory. The website includes an option to subscribe to our bimonthly newsletter.

ON 26th March 2021, Norwich Zen Buddhist Priory purchased a property to become its new home and the move was completed the following month. The new Priory, which is a detached house on the outskirts of Norwich, has improved facilities, including a large meditation room and extra bedrooms and bathrooms, which mean that overnight stays will be able to be offered, once coronavirus restrictions are lifted.

Financial review

Reserves policy

The trustees hold sufficient free reserves to allow the charity to continue to operate during periods of fluctuating income. The level of reserves is calculated by taking a figure of half the charity's typical annual income and adding £6,000 to that amount, to cover replacement of a major asset, giving a figure of £16,000.

On 31st March 2021, the charity had £59,734 cash available. This high level of reserves is considered to be necessary for at least the next couple of years, because the charity purchased a property for the first time on 26th March. Some large expenditure will be needed initially to cover various repairs and maintenance, including replacing part of the roof and treating Japanese knotweed. Until the trustees have a clear sense of the cost of the upkeep of the property, it is prudent to have a good level of reserves available. In a couple of years' time, if the cash reserves remain high, the charity will start to pay off its short-term loans.

Principal funding sources

The principal source of income for the charity is donations, which is the traditional method of supporting Buddhist activities. No fees are charged for attending any events. Those attending Priory events can make an entirely voluntary donation of an amount that is appropriate to their own circumstances. Although donations of cash and cheques into the Priory's Alms Bowl have not been physically possible during the coronavirus lockdowns, bank transfers have more than made up for this. Regular support is also given to the temple by those who have kindly taken out a standing order in the charity's favour. Where donors authorise us to, we are able to reclaim the tax they have paid on their donations under the current Gift Aid scheme and, in addition, we are able to claim under the Gift Aid Small Donations Scheme.

Members of the congregation, as part of their Buddhist practice, may assist both with the day-to-day running of the Priory and with one-off projects. No salaries are paid by the charity to anyone.

How expenditure has supported the key objectives of the charity

The expenditure of the charity has been in running Norwich Zen Buddhist Priory. As the presence of a resident monk at the Priory is vital to realising our charitable objects, the Prior is supported by the charity.

Income and expenditure

The total income for the period ended 31st March 2021 was £115,246. This included £56,057 of assets transferred from the trust Norwich Buddhist Priory on 1st October 2020. Donations for the six-month period from 1st October to 31st March 2021 amounted to £57,271. This was considerably more than the donations to the former charity in the previous six-month period (£12,822). The first accounting period of the new charity covers an exceptional time, as preparations were made to purchase a property for the first time. Several large one-off donations (totalling £47,100) were given specifically for this purpose. General financial support for the charity from its congregation also increased over this period, as shown by standing orders and general one-off donations which rose by £980 (12%) and £557 (73%) respectively.

In addition to donations, interest-free loans totalling £268,000 were received from members of the congregation to finance the purchase of the property. One loan, of £240,000, is secured on the charity's freehold property and is being repaid by monthly instalments over 24 years. The remaining three loans, totalling £28,000, are unsecured and repayable within 10 years.

On 26th March, the charity purchased a freehold property for £316,028 (including ancillary costs), to become Norwich Zen Buddhist Priory.

The total expenditure for the period ended 31st March 2021 was £7,484, which was very similar to the figure for the former charity in the previous six-month period (£7,397). There were no major one-off expenses during that time.

Overall, there was an excess of income over expenditure of £59,734 for the period to 31st March 2021. If the money transferred from the former charity (£56,057) is excluded, the figure for excess of income over expenditure is £3,677. This compares with £7,379 for the former charity in the previous six months.

Investment policy and objectives

Our policy is to hold sufficient working capital in our Lloyds Bank Trustee Account (current account) to cover routine day-to-day expenditure. We also have savings in an instant access savings account with Lloyds Bank. In October 2020, we closed our 90-day Treasurer's Reserve Account with Triodos Bank, because the interest rate was very low and we wished to have all our money in our Lloyds accounts readily available for the property purchase that was eventually transacted on 26th March. We continue to keep this area under review.

The monies held by the charity in the two Lloyds Bank accounts on 31st March were £59,692 (giving a total of £59,734 when petty cash was included). This was £3,677 more than the total held on 1st October when the assets of the trust Norwich Buddhist Priory were transferred.

Other information

It is felt that the financial position of the charity at the balance sheet date (together with donations that will be received during the coming year) will be sufficient to cover the charity's daily running costs and obligations currently existing.

The charity's assets are held for charitable purposes and the trustees have no reason to believe that the current values of the charity's assets are materially different from that shown in the accounts.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees by:

.....

Gillian Frances Houn Leoma Hague

(Chair of the trustees)

29 June 2021

**Independent Examiner's Report
to the trustees of Norwich Zen Buddhist Priory
(charity registration no. 1190154)
for the period ended 31 March 2021**

I report to the charity trustees on my examination of the accounts of the charity for the period ended 31st March 2021.

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 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.

James Gore-Langton FCCA DChA

19 Grasmere Road
Meltham
Holmfirth
HD9 4HF

3 July 2021

Norwich Zen Buddhist Priory**Registered Charity No. 1190154****Receipts and Payments Account**

for the period ended 31 March 2021

		29-Jun-20 to 31-Mar-21 £	Former charity 6 mths to 30-Sep 2020 £
	Note		
Receipts			
Transfer of assets from former charity	1	56,057	-
Donations		57,271	12,822
Tax reclaimed		1,888	1,860
Bank interest		30	94
Sub-total		<u>115,246</u>	<u>14,776</u>
Loans received	4	268,000	-
Total receipts		<u>383,246</u>	<u>14,776</u>
Payments			
<i>Charitable expenditure</i>			
Food and household		834	914
Rent, rates and utilities		5,501	5,355
Office supplies		313	466
Telephone/broadband		442	336
Insurance		-	336
Sacristy		35	37
Library and missionary		36	44
Equipment and maintenance		303	7
Miscellaneous		19	-
Outside event expenses		-	(98)
Sub-total		<u>7,484</u>	<u>7,397</u>
Purchase of Priory building	3	316,028	-
Total payments		<u>323,512</u>	<u>7,397</u>
Net receipts/(payments)		59,734	7,379
Bank and cash brought forward		-	48,678
Bank and cash at 31 March 2021		<u>59,734</u>	<u>56,057</u>

All the funds of the charity are unrestricted.

Norwich Zen Buddhist Priory

Registered Charity No. 1190154

Statement of Assets and Liabilities

as at 31 March 2021

31-Mar 2021	30-Sep 2020
£	£

Cash funds

Bank	59,692	56,015
Petty cash	<u>42</u>	<u>42</u>
Total cash funds	<u>59,734</u>	<u>56,057</u>

Other monetary assets

Gift Aid tax reclaim due	11,470	1,888
Total other monetary assets	<u>11,470</u>	<u>1,888</u>

Fixed assets

Land and buildings	3	<u>316,028</u>	-
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Short-term liabilities

Creditors	<u>44</u>	-
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Long-term liabilities

Loans	4	<u>268,000</u>	-
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Approved by the trustees on 29 June 2021 and signed on their behalf by

Christine Yeomans (Trustee)

Norwich Zen Buddhist Priory

Registered Charity No. 1190154

Notes to the accounts

for the period ended 31 March 2021

1. The charity is a charitable incorporated organisation registered with the Charity Commission (registration no. 1190154). On 1st October 2020 the charity took over the assets and operations of the charity Norwich Buddhist Priory (registration no. 1155077).

2. This is the first period of account for the charity. Comparative amounts are from the last period of account of Norwich Buddhist Priory and are given for information only.

3. All the charity's funds are unrestricted.

4. On 26/03/2021 the charity purchased a property for £316,028 (including ancillary costs). The property is now the temple run by the charity.

5. Loans to the charity to finance the purchase of its property are from supporters of the charity and are interest-free.

One loan of £240,000 is secured on the charity's freehold property. This loan is being repaid by monthly instalments over 24 years.

The remaining loans totalling £28,000 are unsecured, and are repayable within 10 years.

There are no guarantees given by the charity which could result in a potential liability.

6. One of the trustees, Rev. Leoma Hague, is the resident Prior at Norwich Zen Buddhist Priory, the temple run by the charity. As such her living expenses are met by the charity, in accordance with the provisions of the charity's constitution.