



Trustees' Annual Report for the period

From 1st August 2019 Period start date to 31st July 2020 Period end date

Charity name: Community Chaplaincy Norfolk

Charity registration number: 1180579

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	For the benefit of the public and to help ex-offenders, of all faiths and none, to live a life free of crime. Working in the region of East Anglia and alone or in co-operation with any other body, authority or persons, to promote rehabilitation and resettlement by the provision of, particularly but not exclusively, practical support, information, advocacy and pastoral care both within prison and after release in the wider community.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The recruitment, training and supervision of volunteer mentors, assessment of potential clients, liaison with the prison authorities, probation and other relevant agencies and allocation of clients to mentors. Providing drop in facility and one-to-one volunteer mentor support to ex-offenders, of all faiths and none, prior to and after release from prison.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making.	Para 1.38	n/a

Policy on social investment including program related investment.	Para 1.38	n/a
Contribution made by volunteers.	Para 1.38	See above for main activities.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During the period covered by this report, we have worked with 52 ex-offenders from 5 different prisons.</p> <p>Mentors have supported some clients to remain in the community, as opposed to returning to custody, for periods in excess of 213 months (at the time of writing). The Ministry of Justice cost of prison report states that one prisoner detained in a Local prison costs £38,375p/a, suggesting that CCN has had a significant positive impact on costs to society. Individual clients have been supported to address substance misuse, mental and physical ill health, restoration of family relationships and involvement with volunteering / positive activities.</p> <p>During the period we have supported 19 volunteer mentors and had a further 6 mentors in the process of training. We have also trained other professionals and volunteers from external organisations, equipping them to work more effectively with ex-offenders in a wide range of settings.</p> <p>Volunteer mentors have accompanied clients to healthcare, legal and probation meetings, advocating on their behalf and providing pastoral support.</p> <p>Volunteer mentors have encouraged clients to participate in voluntary activities in the local community.</p> <p>Mentors have provided clients with information and access to specialist</p>

		<p>services regarding financial matters and accommodation.</p> <p>Our location within the St Stephen's Church Community Café setting has enabled clients to integrate into society, via informal drop in for mentor sessions.</p>
<p>From 23rd March 2020 until the end of the financial year, and also beyond, the work of CCN has been disrupted by the Covid-19 virus. Trustees, Staff, Mentors and Clients have all been affected.</p> <p>Covid 19 disruptions to the achievements of the charity</p>		<p>Staff and Mentors have been unable to meet with Clients face-to-face for much of this period. Indeed, some mentors have not done so at all, due to their vulnerability, and need of isolating. Vulnerable Clients have had less direct access to essential services due to Covid-19 related closures.</p> <p>Access to HMP Norwich was disallowed for several months.</p> <p>Use of St. Stephen's, Norwich has been limited over this period, due to venue closure.</p> <p>Face to face Group Mentor Support sessions have ceased.</p> <p>Volunteer morale has been impacted by the reduced opportunity for client facing work.</p> <p>Trustees' meetings in person have ceased. Monthly meetings in person between the Chair and members of staff, in particular, the Manager and Accounts Manager, have ceased.</p> <p>Some funds have closed for applications during this period.</p>
<p>Actions taken in response to the Covid 19 pandemic.</p>		<p>Mentors and staff have been able to contact Clients by telephone and email, which has been essential to maintain those necessary relationships.</p> <p>Mentors were able to meet clients in the open air, including making use of the outdoor seating at St. Stephen's Church.</p> <p>Staff liaised with HMP Norwich, HMP Wayland and HMP Peterborough staff to enable telephone and email assessments for new Clients.</p> <p>Personal Protective Equipment has been purchased for use at St. Stephen's, for use by staff, mentors and clients.</p> <p>CCN purchased a Zoom subscription to enable Trustees', Staff, Mentor and other meetings to continue. The training of mentors, which was disrupted by the virus,</p>

		<p>was completed by our Manager and Administrator via Zoom.</p> <p>Group Mentor Support Meetings have been held via Zoom.</p> <p>Most meetings between Trustees and Staff have taken place online, enabling contact to be continued, discussions to be aired, and decisions to be made.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	On 31 st July 2020, the Charity had £47,461 on deposit.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity has a policy of holding reserves at any one time amounting to one quarter's expenditure.
Amount of reserves held	Para 1.22	£12,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The activities of the Charity are fully funded up until June 2021. At that point the Charity's continuation depends upon successful applications to grant-making trusts which are in the course of being made.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Norfolk Police and Crime Commissioner Lloyds Bank Foundation The National Lottery The Geoffrey Watling Charity The Allen Lane Foundation Barratt Family Charitable Trust The Charles Littlewood Hill Trust Paul Bassham Charitable Trust Anne French Memorial Trust
Covid 19 Effects on the Charity:		The Charity has received funding from Lloyds Bank Foundation to cover the ongoing monthly expenses, whilst the direct work of the Charity has had to change in many ways. The Charity is grateful for this funding to enable it to continue to operate whilst waiting for the restrictive impact of the virus to pass. CCN has benefited from practical support packages attached to the Lloyds Bank Foundation, including consultancy work around strengthening the Board and improving governance. Restricted funds received from organisations before the outbreak of the virus have mostly allowed the Charity to extend the date by which the fund should be spent.

Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	1. Failure to secure the necessary funding. 2. Absence due to incapacity or other reason of either the two employees for a prolonged period.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Written constitution
How is the charity constituted?	Para 1.25	Constitution dated 5 th November 2018
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Clause 10(1) provides that every Trustee apart from the first Charity's Trustees 'must be appointed for a term of three years by a Resolution passed at a properly convened meeting for Charity Trustees'.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Each incoming Trustee is referred to the Charity Commission literature on acting as a Charity Trustee. In July 2020 training was provided online to all six trustees by a consultant funded by Lloyds Bank Foundation, (see page 5, bottom paragraph). The Chair Rev Matthew Hutton, who is a retired solicitor, will provide training to the new Trustees if this is not provided from outside.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity is affiliated to the national Community Chaplaincy Association.

Relationship with any related parties	Para 1.51	None.
Other		

Reference and Administrative details

Charity name	Community Chaplaincy Norfolk
Other name the charity uses	None.
Registered charity number	1180579
Charity's principal address	138 Moore Ave., Norwich, NR6 7LQ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rev Matthew Hutton	Chair		The Trustees
2	Christopher John Tomlinson			The Trustees
3	Paulo Adriano Azeredo Mussi		Appointed 11/11/2019	The Trustees
4	Clare Livia Kybird		Appointed 11/11/2019	The Trustees
5	Martin Trevor Edwards		Appointed 20/02/2020	The Trustees
6	Lady Clare Margaret Agnew		Appointed 16/04/2020	The Trustees

Corporate trustees – names of the directors at the date the report was approved

Director name		
n/a		

Name of trustees holding title to property belonging to the Charity

Trustee name	Dates acted if not for whole year	
n/a		

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Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees

Signature(s)	MATTHEW HUTTON	
Full name(s)	MATTHEW HUTTON	
Position (eg Secretary, Chair, etc)	CHAIR	

Date 10 FEBRUARY 2021