



# Trustees' Annual Report for the period



<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1 <sup>st</sup>	Month April	Year 2020		Day 31 <sup>st</sup>	Month March	Year 2021

## Section A

## Reference and administration details

**Charity name** Town Pastors (Bury St Edmunds)

**Other names charity is known by** Bury Town Pastors

**Registered charity number (if any)** 1157108

**Charity's principal address** Sundial House, Bargate Lane

West Row

Bury St Edmunds

**Postcode** IP28 8PS

### 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	John Sullivan	Chair		
2	Joanna Copsey	Co-ordinator		
3	Derek Gadd	Treasurer		
4	Philip Lloyd-Jones			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**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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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods  
(eg. appointed by, elected by)

Appointed by existing Trustees

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Trustees of Town Pastors (Bury St Edmunds) have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks.

The Trustees of Town Pastors (Bury St Edmunds) also ensure that appropriate insurance cover is maintained.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To advance the Christian faith for the benefit of the public in Bury St Edmunds Suffolk and surrounding districts and in other parts of the United Kingdom or the world as the trustees may from time to time think fit particularly but not exclusively by means of caring, listening and helping people on the streets and at various venues day or night and to fulfil such other purposes which are exclusively charitable according to the law of England and Wales and are connected to the charitable work of the charity.



Town Pastors (Bury St Edmunds) express their Christian faith for the benefit of the public by patrolling the bar and club area of Bury St Edmunds town centre from 10.00pm – 4.00am on Friday and Saturday nights, offering care and support to those in need. While on duty, Town Pastors are supported by a prayer team; some praying at a town centre venue and some in their own homes.

The main activities undertaken for the benefit of the public in general are:

- Helping to make people feel safe (fear of crime is a very real issue).
- Helping those who have consumed excessive amounts of alcohol and/or drugs. Town Pastors care for and support vulnerable, intoxicated individuals who are incapable of looking after themselves and might otherwise be subject to assault and/or in need of medical attention. As well as helping to keep people safe, this decreases the necessity for police intervention, ambulance call-outs and hospital admissions.
- Defusing potentially violent situations. Town Pastors are often able to calm tense or aggressive situations by providing a friendly presence, in a non-judgemental and non-confrontational way.
- Reducing crime and anti-social behaviour. Town Pastors are visible capable guardians and have an important role in discouraging crime and anti-social behaviour.
- Giving pastoral care and support for individuals in distress, with difficult or overwhelming personal circumstances and/or with mental health issues.
- Providing water which improves hydration and general attitude therefore reducing the risk of intolerant or aggressive behaviour.
- Providing chocolate which raises blood sugar levels, which are frequently significantly lowered by the consumption of excessive alcohol.

The Trustees of Town Pastors (Bury St Edmunds) have carried out the purposes of Town Pastors (Bury St Edmunds) for public benefit by making decisions that have had due regard for public benefit guidance when exercising any powers or duties to which the guidance is relevant.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

#### **Contribution made by volunteers**

The Trustees of Town Pastors (Bury St Edmunds) acknowledge the service to the community and dedicated commitment of all the Town Pastors and of all the Prayer Team members who support the Town Pastors while they are on duty.

Volunteering as a Town Pastor or as a Prayer Team member involves being on-duty at anti-social hours between 10.00pm and 4.00am.

The Trustees of Town Pastors (Bury St Edmunds) are very grateful for all the volunteers who give up not only their time but also their sleep, to help ensure the safety and well-being of those enjoying a night out in Bury St Edmunds.



**Summary of the main achievements of the charity during the year**

Town Pastors (Bury St Edmunds) have approximately 25 Town Pastors and 42 Prayer Team members drawn from approximately 30 different churches of various denominations in Bury St Edmunds and surrounding area. All are volunteers who commit to being 'on-duty' once a month.

Town Pastors work alongside other agencies, including the police, ambulance service and CCTV control room staff, helping to make Bury St Edmunds a safer place on Friday and Saturday nights.

Town Pastors are involved in providing assistance to those in need and helping to get people safely home in the early hours of the morning. Town Pastors help to calm volatile situations and to reduce crime and disorder. They also remove dangerous items (such as bottles and glasses) from the streets.

Due to government restrictions put in place because of the Coronavirus pandemic (including social distancing and the closure of pubs, bars and clubs), Town Pastor patrols were temporarily suspended on Friday 20<sup>th</sup> March 2020.

Town Pastors (Bury St Edmunds) began the year in the frustrating position of being unable to patrol, due to the first lockdown and continued Coronavirus pandemic restrictions.

The trustees put measures in place to safeguard the charity during this difficult period, to ensure that the charity would survive and be able to continue providing a service when the restriction were lifted. These measures included putting the Co-ordinator on furlough claiming financial assistance under the HM Revenue & Customs Coronavirus Job Retention Scheme and keeping in regular contact with volunteers.

Town Pastors (Bury St Edmunds) led the way for Town Pastor schemes in Suffolk and Norfolk, assessing risks and putting measures in place for Town Pastors to be able to safely resume patrolling.

In August 2020 the trustees assessed the need for Town Pastors in Bury St Edmunds town centre by out of uniform walk-about, communication with local police, CCTV and licensees.

In September 2020 the Co-ordinator returned to work. During September and early October a great deal of work was then undertaken to put measures in place for Town Pastors to be able to patrol in a safe Covid-secure way, minimising risks for the Town Pastor team and the people that the Town Pastors meet on streets.

This included:

- Assessing risks and putting measures in place to mitigate risks.
- Arranging training on Zoom with a First Aid trainer to equip Town Pastors: with an understanding of how Coronavirus is transmitted; to relate to people safely and minimise risk of infection; to administer care and/or first aid in a Covid-secure way; to use appropriate Personal Protective Equipment (PPE).
- Writing additional guidelines with regard to Covid-secure procedures at the Town Pastors base and on patrol.
- Delivering in-house Zoom training with regard to new procedures for keeping safe at the base and on patrol.
- Purchasing appropriate PPE for Town Pastors.

In October 2020 Town Pastors (Bury St Edmunds) undertook two pilot patrols on Saturday nights to test out new procedures. Patrol times were amended to 8.00pm until midnight, in line with restricted opening for pubs and bars.

Town Pastors were very well received on the pilot patrols. People expressed their appreciation for Town Pastors being on patrol again and indicated that the presence of Town Pastors helped their wellbeing, and gave a feeling of normalcy in the challenging times of the pandemic.

Regular patrols were due to recommence on Saturday evenings in November 2020 but were prevented by the November lockdown. The Co-ordinator then went onto Flexi-Furlough, working minimal hours when necessary.

Regular patrols resumed on Saturday evenings in December 2020 but had to be suspended again after only two weeks, due to soaring Coronavirus cases within West Suffolk.

Patrols were not able to resume in January 2021 due to the third lockdown, which was still in place on 31<sup>st</sup> March 2021. The Co-ordinator remained on Flexi-Furlough, working minimal hours.

Due to the government's Coronavirus restrictions, Town Pastors (Bury St Edmunds) has not been able to do any recruitment or training during the year. A significant number of Town Pastors and Prayer Team members have found it necessary to resign during the year and, sadly, five Prayer Team members have died. Numbers of volunteers are currently low. In order to restore an adequate level of volunteers, recruitment and training will be a priority when restrictions are lifted.

The trustees are very grateful for the financial support received during the year, including from the Coronavirus Job Retention Scheme. Continued grant support from Suffolk Police and Crime Commissioner for Town Pastor schemes across Suffolk (including Bury St Edmunds) has also been greatly appreciated.

This financial support has enabled the charity to continue during the extended periods of inactivity, and to end the year in a position of readiness to resume patrols when restrictions are eased and the pubs, bars and clubs are permitted to reopen.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Town Pastors (Bury St Edmunds) has a policy to hold unrestricted reserves of three months expenditure.  
As at 31<sup>st</sup> March 2021 Town Pastors (Bury St Edmunds) had unrestricted reserves (net current assets) of approximately four and a half months of projected annual expenditure for 2021/2022 *(please note that projected expenditure for 2021/2022 is lower than would ordinarily be the case).*

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Town Pastors (Bury St Edmunds) main sources of funding received during year-end 31<sup>st</sup> March 2021 were:

- Crime and Disorder Reduction grant from Suffolk Police and Crime Commissioner
- HM Revenue & Customs Coronavirus Job Retention Scheme Grant
- Donations from local churches
- Donations from individuals
- Donations from organisations and businesses

Total income for the year to 31 March 2021 is £15,487 (2020: £20,031) and the surplus over expenditure is £355 (2020: deficit against expenditure is £1,824).

Reserves at the year-end are £7,637 (2020: £7,282) including restricted funds of £492 (2020: £492)

## Section F


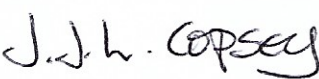
## Other optional information

## Section G

## Declaration

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

### Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	John Leonard Sullivan	Joanna Jane Lankester Copsey
Position (eg Secretary, Chair, etc)	Chair	Co-ordinator
Date	13 July 2021	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Town Pastors (Bury St Edmunds)	Charity no.
Known as: Bury Town Pastors	1157108



## Receipts and payments accounts

For the year from	1st April 2020	To	31st March 2021
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### Section A Receipts and payments

	Unrestricted funds £	Restricted funds £ (Note 2)	Total funds £	Last year £
<b>Receipts</b>				
Grant: Suffolk Police and Crime Commissioner	-	5,910	5,910	10,000
Grants: Others	-	5,611	5,611	1,589
Church giving	3,284	-	3,284	4,777
Individual giving	558	-	558	523
Gift Aid	-	-	-	40
Donations from organisations	121	-	121	1,507
Income from events organised by third parties	-	-	-	1,529
Interest on funds on deposit	1	-	1	2
Sundry income	2	-	2	64
<b>Total receipts</b>	<b>3,966</b>	<b>11,521</b>	<b>15,487</b>	<b>20,031</b>
<b>Payments</b>				
<b>Operating costs</b>				
Pastors operating costs	-	10	10	1,928
Pastors equipment	-	578	578	720
Pastors uniforms	-	-	-	114
Prayer Base costs	-	80	80	1,955
Prayer Base travel	-	15	15	505
Personnel and training	-	300	300	364
DBS checks and sundry expenses	-	-	-	34
<b>Sub-total: Operating costs</b>	<b>-</b>	<b>983</b>	<b>983</b>	<b>5,620</b>
<b>Administration costs</b>				
Coordinators salary	3,611	9,069	12,680	12,248
Pension contributions	-	380	380	365
Staff costs paid on behalf of				
Town Pastors Central	-	-	-	62
Staff travelling and training costs.	-	71	71	851
Town Pastors Central contribution	-	100	100	1,323
Insurance	-	500	500	490
Office equipment	-	9	9	91
Stationery and postage	-	88	88	415
Telephone and broadband costs	-	240	240	276
Subscriptions and licences	-	81	81	112
Sundry expenses	-	-	-	2
<b>Sub-total: Administration costs</b>	<b>3,611</b>	<b>10,538</b>	<b>14,149</b>	<b>16,235</b>
<b>Total payments</b>	<b>3,611</b>	<b>11,521</b>	<b>15,132</b>	<b>21,855</b>
<b>Net receipts/(payments)</b>	<b>355</b>	<b>-</b>	<b>355</b>	<b>(1,824)</b>
Transfers between funds	-	-	-	-
Funds as at 1st April 2020	6,790	492	7,282	9,106
Funds as at 31st March 2021	7,145	492	7,637	7,282





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Known as: Bury Town Pastors	1157108



## Receipts and payments accounts

For the year from	1st April 2020	To	31st March 2021
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### Section B Statement of assets and liabilities at the end of the year

Year to 31st March 2021

	Unrestricted funds £	Restricted funds £	Total funds £
<b>Funds: represented by:</b>			
Bank current and deposit accounts	7,181	492	7,673
Cash in hand	77	-	77
Creditor: Town Pastors Central	(113)	-	(113)
<b>Total funds</b>	<b>7,145</b>	<b>492</b>	<b>7,637</b>

### Section C Notes to receipts and payments accounts

#### 1. Accounting policies

##### Accounting basis

The accounts, including notes thereto, show all funds which are governed by the Charity presented on a cash received and paid basis. The accounts are prepared in accordance with the requirements of the Charities Act 2011.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for specified purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

Further explanation of the nature and purpose of each fund is included in note 2.

#### 2. Grants received and other restricted income

##### Grants received

Suffolk Police and Crime Commissioner Crime and Disorder Reduction Grant - apportionment of grant awarded to Town Pastor schemes in Suffolk (For operating expenditure including a portion of staff costs and administrative overheads)

HM Revenue & Customs Coronavirus Job Retention Scheme Grant (for up to 80% of staff salary)

Funding from Suffolk Community Foundation through:

High Sheriff's Fund (For staff salary and travelling costs)

Center Parcs Community Fund (For operational expenditure including uniforms, training and provisions for Town Pastors bags).

Fund carried forward at the year end £492.

**Sub-total: Grants (restricted income)**

Restricted funds £	Last year £
5,910	10,000
5,611	
-	1,089
-	500
<b>11,521</b>	<b>11,589</b>

**Other restricted income:** Donations for specific equipment and provisions

**Total restricted income**

-	135
<b>11,521</b>	<b>11,724</b>





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Town Pastors (Bury St Edmunds)		Charity no.
Known as: Bury Town Pastors		1157108
<b>Receipts and payments accounts</b>		
For the year from	1st April 2020	To 31st March 2021



## Section C Notes to receipts and payments accounts continued

### 3. Guarantees and secured debts

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

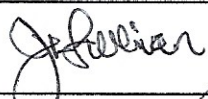
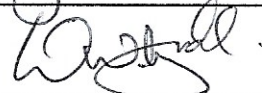
### 4. Trustees remuneration and benefits

Mrs J J L Copsey, who is a trustee, is employed as Charity Coordinator and, as provided by the Charity Constitution she is remunerated in that role. During the year remuneration paid, including employers pension contributions and pay rolled benefits was £13,300 (2020:£12,879). She is not remunerated for work as a trustee of the charity.

Excluding reimbursed out of pocket expenses incurred wholly in respect of the operation of the Charity, there were no other payments made to trustees during the year in their capacity as Charity trustees.

## Section D Approval

The Board of Trustees have approved the receipts and payments accounts for the year to 31st March 2021 on pages 1 to 3 above and the accounts are signed on their behalf by:

Signature	Print Name	Date of approval
	John Sullivan (Chair)	13.7.2021
	Derek Gadd (Treasurer)	13-07-2021

## **Town Pastors (Bury St Edmunds)**

Operating as: Bury Town Pastors

### **Independent Examiner's report to the Trustees**

I report on the attached accounts for the year ended 31 March 2021.

#### **Respective responsibilities of the Trustees and Examiner**

As the Trustees of Town Pastors (Bury St Edmunds) you are responsible for the preparation of the accounts. You consider that there is no legal or other general requirement for either an audit or an independent examination but you have requested an independent examination be performed.

It is my responsibility to examine the accounts, to follow the procedures that I consider necessary in order to make the statement below and to state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's report**

Insofar as they are relevant to the accounts of Town Pastors (Bury St Edmunds) my examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the organisation and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention which:

1. gives me reasonable cause to believe that, in any material respect, the requirements to keep accounting records and to prepare accounts which accord with the accounting records have not been met or
2. in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Colin Firth  
10 Garden Close  
Great Barton  
Bury St Edmunds  
Suffolk IP31 2SY

Signed.....

Dated.....14/07/21