



Trustees' Annual Report for the period



From	Period start date			To	Period end date		
	Day 1 st	Month April	Year 2021		Day 31 st	Month March	Year 2022

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			
5	Benjamin Greeves		Appointed 23.11.2021	
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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.

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)

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. 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.

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 15 active Town Pastors and 40 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 (Bury St Edmunds) began the year in the frustrating position of being unable to patrol, due to the third lockdown and continued Coronavirus pandemic restrictions.

The trustees continued to have 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 restrictions were lifted again. These measures included the Co-ordinator continuing to be on Flexi-Furlough (working minimal hours when necessary), claiming financial assistance under the HM Revenue & Customs Coronavirus Job Retention Scheme and keeping in regular contact with volunteers. The Co-ordinator remained on Flexi-Furlough until the Coronavirus Job Retention Scheme (CJRS) ended on 30th September 2021.

Restrictions began to be eased in April 2021, with pubs and bars reopening in May 2021.

Town Pastors (Bury St Edmunds) continued to lead the way for Town Pastor schemes in Suffolk and Norfolk, assessing risks and updating additional measures (in line with government guidelines) 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.

In May 2021 Town Pastors (Bury St Edmunds) undertook two pilot patrols on Saturday nights to test out the updated additional procedures. Town Pastors were very well received on the pilot patrols and many people expressed their appreciation for Town Pastors being on patrol again.

Regular patrols on Saturday nights resumed in June 2021 and continued throughout the year. Due to low numbers of volunteers and to minimise risk of transmitting Coronavirus, Town Pastors patrolled on one night a week instead of both weekend nights (enabling all items to be quarantined between shifts). To minimise risks of transmitting Coronavirus in the Town Pastor base, the trustees limited patrols to one pair of Town Pastors patrolling on Saturday nights until the end of September 2021.

Due to the Coronavirus pandemic, Town Pastors (Bury St Edmunds) had not been able to do any recruitment or training. A significant number of Town Pastors and Prayer Team members have found it necessary to resign during the pandemic, leaving a low number of active volunteers.

Despite there still being a considerable amount of fear and apprehension about being with people and engaging with new things caused by the pandemic, Town Pastors (Bury St Edmunds) recruited and trained two new Town Pastors and four Prayer Team members between September and November 2021.

Town Pastors (Bury St Edmunds) were delighted to appoint Ben Greeves as a trustee in November 2021.

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

During the year, Town Pastors worked alongside other agencies, including the police, ambulance service and CCTV control room staff, helping to make Bury St Edmunds a safer place on 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.

Statistics are compiled for the year, showing 'Town Pastor Activities' within each of fifteen specific categories.

- Town Pastors ensured the personal safety/wellbeing of 139 people; this included making sure vulnerable people got safely to their transport, were walked home, or were reunited with friends.
- Town Pastors cared for 40 people who were excessively drunk and unable to look after themselves. In addition, each person was kept safe from theft of personal belongings or becoming a victim of crime, assault or sexual assault.
- Town Pastors gave out 239 bottles of water, primarily helping to rehydrate those who have consumed large quantities of alcohol.
- Town Pastors gave pastoral support and care to 52 people who were facing significant issues, distressed and/or have mental health issues.
- On 34 occasions Town Pastors were able to prevent/reduce crime, often by defusing fights or calming potentially aggressive situations. This reduced personal injury and the need for police intervention or for arrests to be made.
- Town Pastors removed over 350 dangerous items (potential weapons) from the streets of Bury St Edmunds. These were mainly glasses and bottles.
- Town Pastors had 24 interactions with people who are homeless (or presenting as homeless).

It should be noted that these figures are lower than previous years, but this is to be expected considering that:

- Town Pastors were only able to patrol for ten and a half months.
- Town Pastors only patrolled on Saturday nights.
- Patrols were limited to one pair of Town Pastors on patrol each Saturday night until the end of September 2021.

These figures show that, despite the challenges of the pandemic, Town Pastors have been busy as they have patrolled during the year.

Generally, people have returned to pre-pandemic patterns of going out on a Friday and Saturday night, so there is a considerable need for Town Pastors to be out on patrol on Friday nights, as well as Saturday nights.

In order to restore an adequate level of volunteers, Town Pastors (Bury St Edmunds) closed the year planning a recruitment drive and a Town Pastor training course for May/June 2022.

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 to five months expenditure. Town Pastors (Bury St Edmunds) were blessed with higher than expected income during 2021/2022 resulting in higher than average reserves, particularly in the latter part of the year. At 31st March 2022 Town Pastors (Bury St Edmunds) had just over 7 months reserves, exceeding the policy range. Subsequent to the year end, reserves cover has settled back and is forecast to oscillate within the margin of 3 to 5 months for the remainder of 2022/2023.

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 31st March 2022 were:

- Crime and Disorder Reduction grant from Suffolk Police and Crime Commissioner
- Funding from Suffolk Community Foundation through Hodge and Shallow Fund
- Funding from Suffolk Community Foundation through Birketts Fund
- Donation from St Eds Running Festival and sponsorship raised by individual entrants
- Donations from local churches
- Donations from individuals
- Donations from organisations and businesses

Total income for the year to 31 March 2022 is £26,533 (2021: £15,487) and the surplus over expenditure is £6,313 (2021: surplus over expenditure £355).

Reserves at the year-end are £13,950 (2021: £7,637), including restricted funds of £3,384 (2021: £492).

Section F

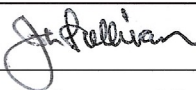
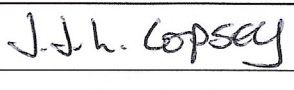
Other optional information

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	9 June 2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Town Pastors (Bury St Edmunds)

Known as: Bury Town Pastors

Charity no.

1157108

Receipts and payments accounts

For the year from

1st April 2021

To

31st March 2022



Section A Receipts and payments

	Unrestricted funds £	Restricted funds £ (Note 2)	Total funds £	Last year £
Receipts				
Grant: Suffolk Police and Crime Commissioner	-	9,000	9,000	5,910
Grants: Others	-	8,387	8,387	5,611
Church giving	4,398	-	4,398	3,284
Individual giving	1,226	-	1,226	558
Gift Aid	-	-	-	-
Donations from organisations	800	-	800	121
Income from events organised by third parties	2,711	-	2,711	-
Interest on funds on deposit	1	-	1	1
Sundry income	10	-	10	2
Total receipts	9,146	17,387	26,533	15,487
Payments				
Operating costs				
Pastors operating costs	2	557	559	10
Pastors equipment	1	839	840	578
Pastors uniforms	-	42	42	-
Prayer Base costs	877	12	889	80
Prayer Base travel	45	193	238	15
Personnel and training	16	596	612	300
DBS checks and sundry expenses	-	24	24	-
Sub-total: Operating costs	941	2,263	3,204	983
Administration costs				
Coordinators salary	2,728	10,412	13,140	12,680
Pension contributions	129	265	394	380
Staff travelling and training costs.	102	413	515	71
Town Pastors Central contribution	-	345	345	100
Insurance	-	500	500	500
Office equipment	1,498	-	1,498	9
Stationery and postage	83	245	328	88
Telephone and broadband costs	240	-	240	240
Subscriptions and licences	-	52	52	81
Sundry expenses	4	-	4	-
Sub-total: Administration costs	4,784	12,232	17,016	14,149
Total payments	5,725	14,495	20,220	15,132
Net receipts/(payments)	3,421	2,892	6,313	355
Transfers between funds	-	-	-	-
Funds as at 1st April 2021	7,145	492	7,637	7,282
Funds as at 31st March 2022	10,566	3,384	13,950	7,637



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 2021	To 31st March 2022



Section B Statement of assets and liabilities at the end of the year

Year to 31st March 2022

	Unrestricted funds £	Restricted funds £	Total funds £
Funds: represented by:			
Bank current and deposit accounts	10,635	3,384	14,019
Cash in hand	13	-	13
Creditor: Town Pastors Central	(82)	-	(82)
Total funds	10,566	3,384	13,950

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:

Hodge and Shallow Fund (For operational and administrative costs including a proportion of travel, training and staff costs)

Fund carried forward at the year end £1,818

Birketts Fund (For staff salary and travelling costs)

Fund carried forward at the year end £1,566

Sub-total: Grants (restricted income)

Other restricted income: Donations for specific equipment and provisions

Total restricted income

	Restricted funds £	Last year £
	9,000	5,910
	2,387	5,611
	3,000	-
	3,000	-
	17,387	11,521
	-	-
	17,387	11,521



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 2021	To
		31st March 2022



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 £13,774 (2021:£13,300). 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 2022 on pages 1 to 3 above and the accounts are signed on their behalf by:

Signature	Print Name	Date of approval
	John Sullivan (Chair)	4.7.2022
	Derek Gadd (Treasurer)	4-7-2022

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 2022.

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 an audit and that an independent examination is required.

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.....21/06/22