



Trustees' Annual Report for the period



Period start date			Period end date		
Day	Month	Year	Day	Month	Year
1 st	April	2022	31 st	March	2023

From

To

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	Ben Greeves	Deputy Chair		
3	Joanna Copsey	Co-ordinator		
4	Derek Gadd	Treasurer		
5	Philip Lloyd-Jones	Safeguarding Officer		
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20				

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 weekend 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 callouts 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 18 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 with measures in place to mitigate risks associated with the Covid-19 pandemic, in line with current government guidelines.

The trustees continued to assess 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. These additional measures have gradually been able to be eased throughout the year.

Regular patrols on Saturday nights have continued throughout the year. Due to lower numbers of volunteers and to minimise risk of transmitting Coronavirus, Town Pastors have continued to patrol on one night a week instead of both weekend nights (enabling all items to be quarantined between shifts).

Despite there still being a considerable amount of apprehension about being with people and engaging with new things caused by the pandemic, Town Pastors (Bury St Edmunds) recruited and trained four new Town Pastors and two Prayer Team members May/June 2022.

Opportunities for raising awareness about Town Pastors (Bury St Edmunds) are beginning to open up again, including invitations for giving talks and attending events.

The trustees gave consideration to the benefits of having a Deputy Chair, particularly in the event of the Chair being incapacitated for any reason. The trustees were delighted that trustee Ben Greeves indicated a willingness to take on this role. The trustees appointed Ben as Deputy Chair in November 2022.

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. Regular communication with West Suffolk Council Rough Sleeper Outreach Team has also been established.

Town Pastors are involved with 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 166 people; this included making sure vulnerable people got safely to their transport, were walked home, or were reunited with friends.
- Town Pastors cared for 36 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 391 bottles of water, primarily helping to rehydrate those who have consumed large quantities of alcohol.
- Town Pastors gave pastoral support and care to 80 people who were facing significant issues, distressed and/or have mental health issues.
- On 56 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 426 dangerous items (potential weapons) from the streets of Bury St Edmunds. These were mainly glasses and bottles.
- Town Pastors had 53 interactions with people who are homeless (or presenting as homeless) and 15 situations where they observed but didn't interact with someone who is homeless (or presenting as homeless). Lack of interaction is usually due to the person being asleep.

These figures show that, despite the challenges of the lingering effects of the pandemic, Town Pastors have been busy as they have patrolled on Saturday nights during the year. It should be noted that these figures are lower than pre-pandemic statistics which included patrols on two nights each weekend.

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

The effects of the Covid-19 pandemic have continued to have a big impact on recruitment, due to many people being reluctant to commit to new volunteering roles. This trend is being seen across churches and the voluntary sector. Building up an adequate level of volunteers is an ongoing challenge.

Town Pastors (Bury St Edmunds) closed the year with a recruitment drive in progress. This is in preparation for a Town Pastor training course which will take place in April/May 2023. It is hoped that regular patrols on Friday nights will be able to resume during the coming year.

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 between four and six months of forecast expenditure.

Town Pastors (Bury St Edmunds) were again blessed with higher than expected income during 2022/23 resulting in a good level of reserves, particularly in the latter part of the year. On 31st March 2023 Town Pastors (Bury St Edmunds) had just under 5 months reserves, being the middle of the policy range. Looking forward, reserves cover is forecast to oscillate around 4.4 months for the remainder of 2023/2024.

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 2023 were:

- Crime and Disorder Reduction grant from Suffolk Police and Crime Commissioner
- Grant: funded by Suffolk Community Foundation through the Suffolk Giving Fund
- Donation from 'St Eds Runs – the Ensors Running Festival 2022' and sponsorship raised by an individual entrant of the London Marathon
- Donations from local churches
- Donations from individuals
- Donations from organisations and businesses

Total income for the year to 31 March 2023 is £19,240 (2022: £26,533) and there is an income deficit of £1,976 (2022: surplus over expenditure £6,313).

Reserves at the year-end are £11,974 (2022: £13,950), including restricted funds of £2,000 (2022: £3,384).

Section F

Other optional information

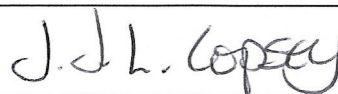
Section G

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

22nd May 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Town Pastors (Bury St Edmunds)		Charity no. 1157108	
Known as: Bury Town Pastors			
Receipts and payments accounts			
For the year from	1st April 2022	To	31st March 2023



Section A Receipts and payments

	Unrestricted funds £	Restricted funds £ (Note 2)	Total funds £	Last year £
Receipts				
Grant: Suffolk Police and Crime Commissioner	-	10,000	10,000	9,000
Grants: Others	-	2,000	2,000	8,387
Church giving	4,553	-	4,553	4,398
Individual giving	812	-	812	1,226
Gift Aid	-	-	-	-
Donations from organisations	329	250	579	800
Income from events organised by third parties	1,270	-	1,270	2,711
Interest on funds on deposit	14	-	14	1
Sundry income	12	-	12	10
Total receipts	6,990	12,250	19,240	26,533
Payments				
Operating costs				
Pastors operating costs	9	922	931	559
Pastors equipment	-	781	781	840
Pastors uniforms	-	130	130	42
Prayer Base costs	1,244	11	1,255	889
Prayer Base travel	356	60	416	238
Personnel and training	28	357	385	612
DBS checks and sundry expenses	-	60	60	24
Sub-total: Operating costs	1,637	2,321	3,958	3,204
Administration costs				
Coordinators salary	4,579	9,163	13,742	13,140
Pension contributions	277	135	412	394
Staff travelling and training costs	399	202	601	515
Town Pastors Central contribution	-	703	703	345
Insurance	-	515	515	500
Office and training equipment	404	250	654	1,498
Stationery and postage	41	262	303	328
Telephone and broadband costs	240	-	240	240
Subscriptions and licences	-	83	83	52
Sundry expenses	5	-	5	4
Sub-total: Administration costs	5,945	11,313	17,258	17,016
Total payments	7,582	13,634	21,216	20,220
Net receipts/(payments)	(592)	(1,384)	(1,976)	6,313
Transfers between funds	-	-	-	-
Funds as at 1st April 2022	10,566	3,384	13,950	7,637
Funds as at 31st March 2023	9,974	2,000	11,974	13,950



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 2022	To
		31st March 2023



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

Year to 31st March 2023

Funds: represented by:

	Unrestricted funds £	Restricted funds £	Total funds £
Bank current and deposit accounts	9,905	2,000	11,905
Cash in hand	100	-	100
Creditor: Town Pastors Central	(31)	-	(31)
Total funds	9,974	2,000	11,974

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:

Suffolk Giving Fund (For staff and volunteer costs)

Fund carried forward at the year end £2,000

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

Birketts Fund (For staff salary and travelling costs)

Sub-total: Grants (restricted income)

Other restricted income:

Bury St Edmunds Round Table (For office and training equipment)

Total restricted income

Restricted funds £	Last year £
10,000	9,000
-	2,387
2,000	
-	3,000
-	3,000
12,000	17,387
250	-
12,250	17,387



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 2022	To	31st March 2023



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.


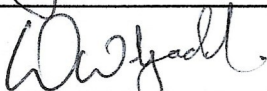
4. Trustees remuneration and benefits

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 £14,394 (2022: £13,774). 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 2023 on pages 1 to 3 above and the accounts are signed on their behalf by:

Signature	Print Name	Date of approval
	John Sullivan (Chair)	17-7-23
	Derek Gadd (Treasurer)	17-7-23

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 2023.

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.....2/06/23