



# Trustees' Annual Report for the period



Period start date			Period end date		
Day	Month	Year	Day	Month	Year
1 <sup>st</sup>	April	2023	31 <sup>st</sup>	March	2024
From			To		

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### 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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### 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  
(e.g. 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)**

**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.

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

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

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

Town Pastors (Bury St Edmunds) have approximately 19 active 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.

Regular patrols on Saturday nights have continued throughout the year. Due to lower numbers of volunteers, Town Pastors have continued to patrol on one night a week instead of both weekend nights.

Despite there still being a considerable amount of apprehension about committing to new things caused by the pandemic, Town Pastors (Bury St Edmunds) recruited and trained:

- two new Town Pastors in April/May 2023
- one new Prayer Team member in August 2023
- one new Town Pastor and two new Prayer Team members in November 2023

Opportunities for raising awareness about Town Pastors (Bury St Edmunds) are returning to a pre-Covid level, including invitations for giving talks and attending events.

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 Prevention Team has continued throughout the year.

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 197 people; this included making sure vulnerable people got safely to their transport, were walked home, or were reunited with friends.
- Town Pastors cared for 35 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 335 bottles of water, primarily helping to rehydrate those who have consumed large quantities of alcohol.
- Town Pastors gave pastoral support and care to 67 people who were facing significant issues, distressed and/or have mental health issues.
- On 46 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 366 bottles and glasses (potential weapons) from the streets of Bury St Edmunds.
- Town Pastors had 38 interactions with people who are homeless (or presenting as homeless) and 7 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 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.

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

Town Pastors (Bury St Edmunds) closed the year planning a recruitment drive in preparation for a Town Pastor training course taking place in May/June 2024.

## 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 2023/2024 resulting in a good level of reserves, particularly in the latter part of the year. On 31st March 2024 Town Pastors (Bury St Edmunds) had just over 6 months reserves, being the top of the policy range. Looking forward, reserves cover is forecast to oscillate between 4 and 5.5 months for the remainder of 2024/2025.

### 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 2024 were:

- Crime and Disorder Reduction grant from Suffolk Police and Crime Commissioner
- Donations from local churches
- Donations from individuals
- Donations from organisations and businesses

Total income for the year to 31 March 2024 is £21,990 (2024: surplus over expenditure £322). (2023: £19,240 with an income deficit of £1,976). Reserves at the year-end are £12,296 (2023: £11,974). No restricted fund were held at 31 March 2024 (2023: £2,000).

## 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	24.6.2024	





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 2023	To	31st March 2024
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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	-	10,500	10,500	10,000
Grants: Others	-	-	-	2,000
Church giving	4,828	-	4,828	4,553
Individual giving	5,305	10	5,315	812
Gift Aid	25	-	25	-
Donations from organisations	1,210	-	1,210	579
Income from events organised by third parties	-	-	-	1,270
Interest on funds on deposit	102	-	102	14
Sundry income	10	-	10	12
<b>Total receipts</b>	<b>11,480</b>	<b>10,510</b>	<b>21,990</b>	<b>19,240</b>
<b>Payments</b>				
<b>Operating costs</b>				
Pastors operating costs	69	823	892	931
Pastors equipment	-	720	720	781
Pastors uniforms	-	-	-	130
Prayer Base costs	1,451	172	1,623	1,255
Prayer Base travel	319	118	437	416
Personnel and training	25	366	391	385
DBS checks and sundry expenses	5	48	53	60
<b>Sub-total: Operating costs</b>	<b>1,869</b>	<b>2,247</b>	<b>4,116</b>	<b>3,958</b>
<b>Administration costs</b>				
Coordinators salary	5,589	8,898	14,487	13,742
Pension contributions	435	-	435	412
Staff travelling and training costs	368	500	868	601
Town Pastors Central contribution	580	-	580	703
Insurance	-	532	532	515
Office and training equipment	-	-	-	654
Stationery and postage	75	293	368	303
Telephone and broadband costs	240	-	240	240
Subscriptions and licences	-	40	40	83
Sundry expenses	2	-	2	5
<b>Sub-total: Administration costs</b>	<b>7,289</b>	<b>10,263</b>	<b>17,552</b>	<b>17,258</b>
<b>Total payments</b>	<b>9,158</b>	<b>12,510</b>	<b>21,668</b>	<b>21,216</b>
<b>Net receipts/(payments)</b>	<b>2,322</b>	<b>(2,000)</b>	<b>322</b>	<b>(1,976)</b>
Transfers between funds	-	-	-	-
<b>Funds as at 1st April 2023</b>	<b>9,974</b>	<b>2,000</b>	<b>11,974</b>	<b>13,950</b>
<b>Funds as at 31st March 2024</b>	<b>12,296</b>	<b>-</b>	<b>12,296</b>	<b>11,974</b>



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FOR ENGLAND AND WALES

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<b>Receipts and payments accounts</b>		
For the year from	1st April 2023	To 31st March 2024



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

Year to 31st March 2024

Funds: represented by:		Unrestricted funds	Restricted funds	Total funds
		£	£	£
Bank current and deposit accounts		12,257	-	12,257
Cash in hand		101	-	101
Creditor: Town Pastors Central		(62)	-	(62)
<b>Total funds</b>		<b>12,296</b>	<b>-</b>	<b>12,296</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)

Funding from Suffolk Community Foundation through:

Suffolk Giving Fund (For staff and volunteer costs)

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

#### Other restricted income:

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

Individual donation (For stationery)

	Restricted funds	Last year
	£	£
	10,500	10,000
	-	2,000
	<b>10,500</b>	<b>12,000</b>
	-	250
	10	-
<b>Total restricted income</b>	<b>10,510</b>	<b>12,250</b>





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For the year from	1st April 2023	To 31st March 2024



## 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.

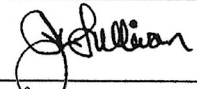
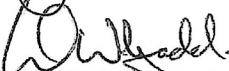
### 4. Trustees remuneration and benefits

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 £15,162 (2023: £14,394). 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 2024 on pages 1 to 3 above and the accounts are signed on their behalf by:

Signature	Print Name	Date of approval
	John Sullivan (Chair)	01.7.24
	Derek Gadd (Treasurer)	01/07/24

## **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 2024.

#### **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.....8/07/24