



Trustees' Annual Report for the period



| | | | | | | | |
|------|--|-------------------|-------|------|------------------|-------|------|
| | | Period start date | | | Period end date | | |
| | | Day | Month | Year | Day | Month | Year |
| | | 1 st | April | 2024 | 31 st | March | 2025 |
| 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 | | |
| 6 | Anthony Hitchcock | | Appointed 25.11.2024 | |
| 7 | Sharon Steven | | Appointed 25.11.2024 | |
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| 18 | | | | |
| 19 | | | | |
| 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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| |
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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 19 active Town Pastors and 38 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. Town Pastors also patrolled on New Year's Eve.

Town Pastors (along with numerous other voluntary organisations) are finding that, as more time passes since the pandemic, there is gradually becoming more interest in volunteering and new recruits are beginning to come forward. It has taken considerably longer than anyone could have anticipated to get to this point.

Town Pastors (Bury St Edmunds) recruited and trained:

- four new Town Pastors in April/May 2024
- one new Prayer Team member in September 2024
- one new Prayer Team member in March 2025

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 156 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 326 bottles of water, primarily helping to rehydrate those who have consumed large quantities of alcohol.
- Town Pastors gave pastoral support and care to 81 people who were facing significant issues, distressed and/or have mental health issues.
- On 32 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 348 bottles and glasses (potential weapons) from the streets of Bury St Edmunds.
- Town Pastors had 56 interactions with people who are homeless (or presenting as homeless) and 10 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.

Town Pastors are regularly thanked by people they meet on a Saturday night. This may be general thanks and appreciation, or thanks for help they (or their friends or family members) received from Town Pastors on a specific occasion.

When Town Pastors are on patrol, people quite often come up and say, 'you saved my life'. Often this means that Town Pastors helped them find their friends, or looked after them while they were throwing up on the pavement, or called someone to come and collect them etc.

But sometimes Town Pastors do actually help to save someone's life, as this recent conversation shows...

Town Pastors were approached by a man who wanted to express his thanks and appreciation for help he had received from the Town Pastors in Bury St Edmunds some years earlier. He explained that he had been in a very bad dark place and often felt suicidal, thinking his life would never get any better so there was no point carrying on. He was so appreciative that Town Pastors had shown him love and care on a number of occasions when he was suicidal, which had helped him not to take his life. He was so grateful for encouragement to keep going and he said that, at that time, he could never have imagined that he would be where he is now...in his second year of a four year university degree, studying a subject that he loves!

During the year, Town Pastors in Bury St Edmunds have ensured the safety of a number of people who were suicidal. On some occasions this has been providing a listening ear until the person felt in a better place, and on other occasions Town Pastors have involved the ambulance service and/or the police in order to make sure that the person was taken to a place of safety.

The figures and this account demonstrate that Town Pastors have had a considerable impact on people and situations they have encountered while patrolling on Saturday nights during the year.

Town Pastors (Bury St Edmunds) were delighted to appoint two new trustees in November 2024.

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 2025.

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.

Despite some cash flow concerns mid-way through the year, Town Pastors (Bury St Edmunds) were again blessed with higher than expected income particularly during the latter part of 2024/2025 resulting in a good level of reserves by the year end. On 31st March 2025 Town Pastors (Bury St Edmunds) had unrestricted reserves cover of 5.6 months of forecast annual expenditure for the ensuing year. Looking forward, unrestricted reserves cover is forecast to oscillate between 4 and 5.5 months during 2025/2026.

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 2025 were:

- Crime and Disorder Reduction grant from Suffolk Police and Crime Commissioner
- Suffolk Community Foundation through the Miller Trust Grantmaking Programme
- Grant from Bury St Edmunds Town Council
- Grant from the Tudwick Foundation
- Grant from the Garfield Weston Foundation
- Donations from local churches
- Donations from individuals
- Donations from organisations and businesses

Total income for the year to 31 March 2025 is £27,387 resulting in a surplus over expenditure of £4,351 (2024: income £21,990 with a surplus over expenditure of £322).

Reserves at the year-end are £16,647 (2024: £12,296), including restricted funds of £5,235 (no restricted funds held on 31 March 2024).

Section F

Other optional information

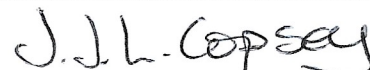
Section G

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

11.7.2025



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 2024 | To |
| | | 31st March 2025 |



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 | 10,500 |
| Grants: Others | - | 9,000 | 9,000 | - |
| Church giving | 7,736 | - | 7,736 | 4,828 |
| Individual giving | 240 | 20 | 260 | 5,315 |
| Gift Aid | - | - | - | 25 |
| Donations from organisations | 295 | - | 295 | 1,210 |
| Income from events organised by third parties | - | - | - | - |
| Interest on funds on deposit | 81 | - | 81 | 102 |
| Sundry income | 15 | - | 15 | 10 |
| Total receipts | 8,367 | 19,020 | 27,387 | 21,990 |
| Payments | | | | |
| Operating costs | | | | |
| Pastors operating costs | 30 | 1,144 | 1,174 | 892 |
| Pastors equipment | - | 789 | 789 | 720 |
| Pastors uniforms | - | - | - | - |
| Prayer Base costs | 1,272 | 454 | 1,726 | 1,623 |
| Prayer Base travel | 187 | 91 | 278 | 437 |
| Personnel and training | 26 | 1,075 | 1,101 | 391 |
| DBS checks and sundry expenses | 6 | 36 | 42 | 53 |
| Sub-total: Operating costs | 1,521 | 3,589 | 5,110 | 4,116 |
| Administration costs | | | | |
| Coordinators salary | 6,582 | 8,545 | 15,127 | 14,487 |
| Pension contributions | 434 | 20 | 454 | 435 |
| Staff travelling and training costs | 447 | 96 | 543 | 868 |
| Town Pastors Central contribution | - | 650 | 650 | 580 |
| Insurance | - | 532 | 532 | 532 |
| Office and training equipment | - | - | - | - |
| Stationery and postage | 27 | 266 | 293 | 368 |
| Telephone and broadband costs | 240 | - | 240 | 240 |
| Subscriptions and licences | - | 85 | 85 | 40 |
| Sundry expenses | - | 2 | 2 | 2 |
| Sub-total: Administration costs | 7,730 | 10,196 | 17,926 | 17,552 |
| Total payments | 9,251 | 13,785 | 23,036 | 21,668 |
| Net receipts/(payments) | (884) | 5,235 | 4,351 | 322 |
| Transfers between funds | - | - | - | - |
| Funds as at 1st April 2024 | 12,296 | - | 12,296 | 11,974 |
| Funds as at 31st March 2025 | 11,412 | 5,235 | 16,647 | 12,296 |



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 2024

To

31st March 2025



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

Year to 31st March 2025

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|-----------------------------------|----------------------------|--------------------------|------------------|
| Funds: represented by: | | | |
| Bank current and deposit accounts | 11,363 | 5,235 | 16,598 |
| Cash in hand | 144 | - | 144 |
| Creditor: Town Pastors Central | (95) | - | (95) |
| Total funds | 11,412 | 5,235 | 16,647 |

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)

Bury St Edmunds Town Council (For First Aid training, DBS checks and leaflets) - Balance at 31 March 2025: £235

Tudwick Foundation (For running costs)

Funding from Suffolk Community Foundation through:

Miller Trust Grant Making Programme (For staff and office costs) -
Balance at 31 March 2025: £2,000

Garfield Weston Foundation (For core and general costs) -
Balance at 31 March 2025: £3,000

Total Grants (restricted £19,000; 2024: £10,500)

Restricted
funds
£

Last year
£

| | |
|---------------|---------------|
| 10,000 | 10,500 |
| 1,000 | - |
| 3,000 | - |
| 2,000 | - |
| 3,000 | - |
| 19,000 | 10,500 |

Restricted income (other than grants):

Individual donation (For stationery)

| | |
|----|----|
| 20 | 10 |
|----|----|

Total grant and restricted income

| | |
|---------------|---------------|
| 19,020 | 10,510 |
|---------------|---------------|



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 2024 | To 31st March 2025 |



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.


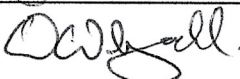
4. Trustees remuneration and benefits

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 £15,821 (2024: £15,162). 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 2025 on pages 1 to 3 above and the accounts are signed on their behalf by:

| Signature | Print Name | Date of approval |
|---|------------------------|------------------|
|  | John Sullivan (Chair) | 6/8/25 |
|  | Derek Gadd (Treasurer) | 6/8/25 |

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 2025.

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 in accordance with the requirements of the Charities Act 2011. You consider that there is no legal or other general requirement for an audit and an independent examination is required.

I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under that Act.

Basis of Independent Examiner's report

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act 2011; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008.

I have no concerns and have come across no other matters in connection with the examination to which 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.....28/7/25