

# TOWN PASTORS

England & Wales · Charity number 1186112

## Details

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**Other names** TOWN PASTORS CENTRAL

**Status** Registered

**Legal form** Charitable company

**Company number** [09091093](#)

**Registered** 2019-11-04

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 19 Westleton Way  
Felixstowe  
Suffolk  
IP11 2YG

**Phone** 01394212482

**Email** [peter.livey@townpastors.org.uk](mailto:peter.livey@townpastors.org.uk)

**Website** [www.townpastors.org.uk](http://www.townpastors.org.uk)

## Activities

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**Objects:** THE CHARITY'S OBJECTS ('OBJECTS') ARE SPECIFICALLY RESTRICTED TO THE FOLLOWING: TO ADVANCE THE CHRISTIAN FAITH IN SUCH PARTS OF THE UNITED KINGDOM OR THE WORLD AS THE DIRECTORS OF THE CHARITY (HEREIN CALLED "THE TRUSTEES") MAY FROM TIME TO TIME THINK FIT 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; TO PROMOTE PUBLIC SAFETY AND THE PREVENTION OF CRIME FOR THE BENEFIT OF THE PUBLIC BY SUCH MEANS AS THE TRUSTEES MAY CONSIDER APPROPRIATE INCLUDING BUT NOT SO AS TO LIMIT THE GENERALITY OF THE FOREGOING BY PROVIDING SERVICES FOR MEDIATION AND CONCILIATION BETWEEN PERSONS INVOLVED IN DISPUTES OR INTERPERSONAL CONFLICTS WHICH MAY LEAD TO ACTS OF NUISANCE, VANDALISM, RACIAL ABUSE OR BREACH OF THE PEACE IN SUCH PARTS OF THE UK OR THE WORLD AS THE TRUSTEES MAY FROM TIME TO TIME THINK FIT. TO RELIEVE SICKNESS AND FINANCIAL HARDSHIP AND TO PROMOTE AND PRESERVE GOOD HEALTH BY THE PROVISION OF FUNDS, GOODS OR SERVICES OF ANY KIND, INCLUDING THROUGH THE PROVISION OF COUNSELLING AND SUPPORT IN SUCH PARTS OF THE UNITED KINGDOM OR THE WORLD AS THE TRUSTEES FROM TIME TO TIME MAY THINK FIT.

**Activities:** In order to fulfil its charitable purpose the charity supports local communities by:- providing guidance & training support to Town Pastors Initiatives;- promote new schemes in the the UK;- allocating central funding to other affiliated Town Pastors schemes- assisting in the recruitment of volunteers from local Christian churches who will patrol in areas of need

## Classification

- **How:** Provides Other Finance, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** The Advancement Of Health Or Saving Of Lives, Disability, Religious Activities, Economic/community Development/employment
- **Who:** The General Public/mankind

## Geography

- Throughout England And Wales

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£30,080	£30,793	-	-
2024-03-31	£29,086	£30,721	-	-
2023-03-31	£26,259	£24,604	-	-
2022-03-31	£37,089	£34,904	-	-
2021-03-31	£26,900	£18,389	-	-

## Trustees

Name	Role	Appointed
Joanna Jane Lankester Copsey		2014-07-03
Neil David Winton		2021-09-25
PETER GRIERSON LIVEY		2021-09-06

**TOWN PASTORS**

England & Wales - Charity number 1186112

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# Accounts

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# 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 2024		Day 31 <sup>st</sup>	Month March	Year 2025

## 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	Peter Livey	Chair Communications Director	Resigned as Chair: 29.4.2024	
2	Peter Livey	Deputy Chair Communications Director	Appointed as Deputy Chair: 29.4.2024	
3	Neil Winton	Deputy Chair	Resigned as Deputy Chair: 29.4.2024	
4	Neil Winton	Chair	Appointed as Chair: 29.4.2024	
5	Barry Willson	Finance Director		
6	Joanna Copsey	Training Director		
7				

### 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)

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Memorandum and Articles of Association
How the charity is constituted (eg. trust, association, company)	Private Limited Company. Company Number 9091093.
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 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 also ensure that appropriate insurance cover is maintained.

Town Pastors Central holds the franchise for Town Pastors. Town Pastor schemes pay an annual membership fee to Town Pastors Central which allows for:

- Continued use the Town Pastor name and the logo.
- Ongoing support and guidance.
- Additional, updated or revised documents/templates.
- Access to central fundraising and accountability

In all other respects the organisations function entirely separately and independently of each other; with each Town Pastor scheme having its own separate management, trustees and charitable status.

The trustees of Town Pastors Central have no responsibility or liability in respect of individual Town Pastors schemes.

## Section C Objectives and activities

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

To advance the Christian faith in such parts of the United Kingdom or the world as the directors of the charity (herein called "the trustees") may from time to time think fit 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; to promote public safety and the prevention of crime for the benefit of the public by such means as the trustees may consider appropriate including but not so as to limit the generality of the foregoing by providing services for mediation and conciliation between persons involved in disputes or interpersonal conflicts which may lead to acts of nuisance, vandalism, racial abuse or breach of the peace in such parts of the UK or the world as the trustees may from time to time think fit. To relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in such parts of the United Kingdom or the world as the trustees from time to time may think fit.

**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 Central, is a charitable company limited by guarantee (company number 9091093) and a registered charity (registered charity number 1186112).

Town Pastors Central express their Christian faith for the benefit of the public by holding the franchise for Town Pastors and seeking to maintain the quality of the Town Pastor brand.

Town Pastors Central operates as the hub/umbrella for the Town Pastor schemes in Suffolk and Norfolk, offering resources, assistance, guidance, and support. Town Pastors Central are committed to safeguarding vulnerable people and to promoting good practise throughout all Suffolk and Norfolk Town Pastor schemes.

During the year Town Pastors Central has overseen six Town Pastor schemes, five in Suffolk and one in Norfolk.

Town Pastors Central welcome invitations to introduce Town Pastors into additional locations in Suffolk, Norfolk, neighbouring counties and elsewhere. The trustees of Town Pastors Central are willing to meet with church representatives in other towns should they be considering setting up Town Pastors (or similar) in their locality.

As an incorporated body, Town Pastors Central manages the distribution of grants to local Town Pastors schemes, distributing a Crime and Disorder Reduction Grant on behalf of the Suffolk Police and Crime Commissioner to Suffolk Town Pastor schemes.

Town Pastors Central can liaise with central bodies on behalf of Town Pastor schemes, thus enabling them to have a stronger coherent voice.

For public benefit, Town Pastors Central is committed to ensuring that central costs are kept to a minimum.

Town Pastors Central organises the provision of Town Pastors (known as Festival Pastors) at Latitude Festival bringing together volunteers from across the local schemes. Festival Pastors provide a visible non-judgemental, friendly presence helping to reduce crime and anti-social behaviour.

The Trustees of Town Pastors Central have carried out the purposes of Town Pastors Central 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.

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

Throughout the year, Town Pastors Central have offered support and encouragement to the Town Pastor schemes in Suffolk and Norfolk.

Town Pastors have successfully continued their work in one Norfolk Town (Dereham).

Town Pastors have successfully continued their work across Suffolk in four towns (Bury St Edmunds, Felixstowe, Ipswich and Leiston) from April - August 2024, and in five towns (Bury St Edmunds, Felixstowe, Haverhill, Ipswich and Leiston) from September 2024 - March 2025:

It should be noted that:

- i) Haverhill Town Pastors had been unable to patrol since October 2022 due to changes within the co-ordination/administration of the scheme, and lack of available volunteers. They are delighted to have resumed patrolling from September 2024.
- ii) Newmarket Town Pastors suspended patrols in November 2023 due to a lack of volunteers. The trustees of Newmarket Town Pastors reviewed the situation in February 2025 and made the decision to close the Town Pastor scheme.

Based on figures that have been submitted from the five Suffolk schemes, Town Pastors have noted 7,687 actions. Of these actions, 6,016 involve directly helping a person or group of people (stats categories 1-10 inclusive).

Town Pastors Central was delighted to be able to provide Town Pastors (known as Festival Pastors) to patrol at Latitude Festival in July 2024.

Festival Pastors provide a friendly presence, in a non-judgemental way and help to reduce crime and anti-social behaviour at Latitude by being visible capable guardians. They also make a significant contribution towards helping to ensure the safety of everyone attending the Festival.

Festival Pastors carried out patrols across 4 days and 4 nights at Latitude in July 2024. Festival Pastors and support staff volunteered from Bury St Edmunds, Felixstowe, Haverhill, Ipswich and Leiston Town Pastors. Twelve Christian volunteers from local churches (and further afield) were also recruited and trained to patrol with Town Pastors, to cover daytime patrols. Night time patrols took place for the first time since the pandemic and were very much appreciated.

All Town Pastors patrolling as Festival Pastors are active Town Pastors in their local Town Pastor scheme, or have recently been active before their Town Pastor scheme closed. As such they have enhanced DBS checks. All additional Christian volunteers also had enhanced DBS checks.

Festival Pastors were joined by Chaplaincy Lowestoft in the Festival Pastors prayer tent base. This provided a safe peaceful place for reflection, pastoral care, emotional support, a listening ear, prayer, face glitter, hand massage and more.

The Festival Pastors designated safeguarding lead attended daily Latitude safeguarding meetings with Festival Republic safeguarding leads, police and other agencies, as part of the team ready to respond to any safeguarding issue that they were made aware of.

Festival Pastors invested a large number of volunteer hours over the four days and four nights including set up and tear down, patrolling and travelling. In addition many more hours are invested by Town Pastors Central trustees and Town Pastor volunteers in preparation and training before the festival, administrative tasks, and prayer support related to the festival.

Festival Pastors were involved with many activities including: being a friendly presence and generally helping people, helping set-up, giving lots of directions, giving out child wristbands, personal safety/welfare, keeping people calm, support to distressed people, assistance in medical situations, assisting people who were highly intoxicated and/or had taken drugs (or been spiked), welfare style support given to Festival Republic staff whilst Festival Pastors were on patrol.

Festival Pastors recorded 6,634 interactions during the event. These included: 15 personal safety/wellbeing interactions, distributing 3264 child wristbands, and 5 interactions related to pastoral care and/or mental health needs. They offered care and support to 5 people who were drunk and incapable of looking after themselves. Festival Pastors alerted security on 2 occasions, were able to prevent/reduce crime on 1 occasion, and they removed 20 dangerous items (bottles). Festival Pastors gave out water/chocolate/love hearts on 2,797 occasions. These small treats often improve general attitude and wellbeing thus reducing the risk of aggressive, confrontational or antagonistic behaviour.

The prayer tent was well attended and pastoral care given. Stats figures for Lowestoft Chaplaincy show 24 personal safety/wellbeing interactions and 51 pastoral care/mental health interactions in the prayer tent.

All Town Pastor services throughout the year are supported by prayer and Latitude is no exception. We solicit prayers in advance of the Festival and during the Festival itself. Festival Pastors set up a prayer facility on site so that our patrolling pastors are especially supported in this practical way.

Town Pastors Central has continued to promote, assist, and develop the individual Town Pastor franchises across Suffolk and Norfolk. Town Pastors Central have also provided support where difficult decisions have had to be made with regard to the future of a Town Pastors scheme.

Specifically, this year its activities and achievements were:

- Managing the grant from the Police and Crime Commissioner (PCC) for Suffolk of £24,000 (2024-2025) on behalf of the Suffolk schemes. This continued grant support has been greatly appreciated.
- Maintaining and updating a resources folder on Microsoft OneDrive containing relevant data, enabling easy access to all resources in one place with business class security.
- Carrying out a quality check review with all Suffolk and Norfolk Town Pastor schemes.
- Review of safeguarding policy and procedures.
- Maintaining a strong working relationship with Suffolk Constabulary.
- Organising and leading the Chairs and Co-ordinator's meetings to promote communications and continued relational working between the

schemes in Suffolk, Norfolk and Town Pastors Central. These meetings have continued throughout the year on Zoom rather than in person.

Town Pastors Central has continued to play a key part as the hub/umbrella for Town Pastors in East Anglia through coordinating central grant applications and supporting existing franchises.

Town Pastors is a long-standing ministry in the East of England which continues to enjoy strong support across the communities it serves.

## Section E

## Financial review

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

Town Pastors current practice is to prepare a budget at the beginning of the year to reflect anticipated income and expenditure. Income and expenditure are reviewed on a monthly basis, using a receipts and payments summary prepared by the Finance Director at the end of each month and circulated to all trustees for this purpose.

Town Pastors has a policy to hold unrestricted reserves of six months expenditure.

### 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 Central's main sources of funding received during year-end 31<sup>st</sup> March 2025 were:

- Franchise Fees from Town Pastor scheme.
- Crime and Disorder Reduction grant from Suffolk Police and Crime Commissioner, which was disbursed to Suffolk Town Pastor schemes.

## 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)	Neil Winton	Peter Livey
Position (eg Secretary, Chair, etc)	Chair	Deputy Chair
Date	15/1/2026	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Town Pastors

1186112

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
1.4.2024

To

Period end date  
31.3.2025

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Suffolk PCC	-	24,000	-	24,000	24,000
Payments from TP Schemes	2,080	-	-	2,080	2,086
Latitude PCC Grant	4,000	-	-	4,000	3,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>6,080</b>	<b>24,000</b>	<b>-</b>	<b>30,080</b>	<b>29,086</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>6,080</b>	<b>24,000</b>	<b>-</b>	<b>30,080</b>	<b>29,086</b>
<b>A3 Payments</b>					
Suffolk PCC distribution	-	24,000	-	24,000	24,000
Staff costs/Admin/inc Latitude	3,357	-	-	3,357	3,446
Insurance	724	-	-	724	634
Miscellaneous	432	-	-	432	281
Equipment	1,406	-	-	1,406	983
Bank Charges	106	-	-	106	93
Van Hire and diesel	243	-	-	243	259
Charitable acts	467	-	-	467	983
Stationery	58	-	-	58	42
<b>Sub total</b>	<b>6,793</b>	<b>24,000</b>	<b>-</b>	<b>30,793</b>	<b>30,721</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Trade Mark for Charity	1,300	-	-	1,300	-
	-	-	-	-	-
<b>Sub total</b>	<b>1,300</b>	<b>-</b>	<b>-</b>	<b>1,300</b>	<b>-</b>
<b>Total payments</b>	<b>8,093</b>	<b>24,000</b>	<b>-</b>	<b>32,093</b>	<b>30,721</b>
<b>Net of receipts/(payments)</b>	<b>- 2,013</b>	<b>-</b>	<b>-</b>	<b>- 2,013</b>	<b>- 1,635</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>20,787</b>	<b>15,119</b>	<b>-</b>	<b>35,906</b>	<b>37,541</b>
<b>Cash funds this year end</b>	<b>18,774</b>	<b>15,119</b>	<b>-</b>	<b>33,893</b>	<b>35,906</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	TP Central	11,143	-	-
	TP Latitude	7,631	-	-
	For TP Schemes	-	15,119	-
	<b>Total cash funds</b>	<b>18,774</b>	<b>15,119</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

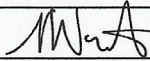

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Latitude Equipment		-	2,279
	Office Equipment		-	200
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Neil Winton	6.5.2025
	Peter Livey	



# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

<b>Report to the trustees/ members of</b>	Charity Name TOWN PASTORS		
<b>On accounts for the year ended</b>	31 <sup>st</sup> March, 2025	<b>Charity no (if any)</b>	1186112
	<b>Set out on pages</b> 1-3 <small>(remember to include the page numbers of additional sheets)</small>		

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 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 (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:**  **Date:**

**Name:**

**Relevant professional qualification(s) or body (if any):**

Address: 15 Paget Adams Drive

Dereham

NR20 3SA

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**

Whereas receipts are not formally signed by the claimant. All payments are made electronically and therefore fully traceable.

I noted the depreciation of Assets is set at 20% which may be worth reviewing do to their type and likely value in 5 years after purchase. For the Board to consider.

Records are meticulous and it has been a pleasure to review these figures.

**TOWN PASTORS**

England & Wales - Charity number 1186112

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# Accounts

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# Trustees' Annual Report for the period



<b>From</b>	Period start date			<b>To</b>	Period end date		
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5				
6				
7				
8				
9				
10				

### 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)

## Section B Structure, governance and management

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

Throughout the year, Town Pastors Central have offered support and encouragement to the Town Pastor schemes in Suffolk and Norfolk.

Town Pastors have successfully continued their work across the county in five towns from April - September 2023, and in four towns from October 2023 – March 2024.

It should be noted that:

- i) Haverhill Town Pastors have been unable to patrol since October 2022 due to changes within the co-ordination/administration of the scheme, and lack of available volunteers. Despite a number of setbacks, they intend to resume patrolling as soon as possible.
- ii) In November 2023, Newmarket Town Pastors trustees made the difficult decision to suspend patrols for a year.
- iii) Sudbury Town Pastors had to suspend patrols in October 2022 due to changing needs in the town and lack of volunteers. The scheme closed in November 2023.

Based on figures that have been submitted from the five schemes, Town Pastors have noted 7,654 actions. Of these actions, 5,890 involve directly helping a person or group of people (stats categories 1-10 inclusive).

Town Pastors Central was delighted to be able to provide Town Pastors (known as Festival Pastors) to patrol at Latitude Festival in July 2023.

Festival Pastors provide a friendly presence, in a non-judgemental way and help to reduce crime and anti-social behaviour at Latitude by being visible capable guardians. They also make a significant contribution towards helping to ensure the safety of everyone attending the Festival.

Festival Pastors carried out patrols across 4 days at Latitude in July 2023. Festival Pastors and support staff volunteered from Bury, Felixstowe, Haverhill and Ipswich Town Pastors. Festival Pastors and support staff also included a few people who had previously been actively involved with Lowestoft or Stowmarket Town Pastors before they closed. All patrolling Festival Pastors are active Town Pastors in their local Town Pastor scheme, or have recently been active before their Town Pastor scheme closed. As such they have enhanced DBS checks.

Festival Pastors were joined by Chaplaincy Lowestoft in the Festival Pastors prayer tent base. This provided a safe peaceful place for reflection, pastoral care, emotional support, a listening ear, prayer, a prayer tree, face glitter, hand massage and more. There were repeat visitors and at times people were queueing to get into the prayer tent.

The Festival Pastors designated safeguarding lead attended daily Latitude safeguarding meetings with Festival Republic safeguarding leads, police and other agencies, as part of the team ready to respond to any safeguarding issue that they were made aware of.

Festival Pastors invested a large number of volunteer hours over the four days including set up and tear down, patrolling and travelling. In addition many more hours are invested by Town Pastors Central trustees and Town Pastor volunteers in preparation and training before the festival, administrative tasks, and prayer support related to the festival.

Festival Pastors were involved with many activities including: being a friendly presence and generally helping people, helping set-up, personal safety/welfare, giving out child wristbands, keeping people calm, support

to lost children (and adults!), giving lots of directions, welfare style support given to Festival Republic staff whilst Festival Pastors on patrol.

Festival Pastors recorded 2,237 situations involving personal safety/wellbeing, including child wristband distribution and 20 interactions related to pastoral care and/or mental health needs. Festival Pastors alerted security on 2 occasions, were able to prevent/reduce crime on 2 occasions, and they also engaged with 2 incidents/situations involving domestic tension or violence.

Festival Pastors gave out water/chocolate/love hearts on 1,606 occasions. These small treats often improve general attitude and wellbeing thus reducing the risk of aggressive, confrontational or antagonistic behaviour.

The prayer tent was well attended and pastoral care given. Please note that no stats figures were recorded for pastoral care/mental health interactions in the prayer tent.

All Town Pastor services throughout the year are supported by prayer and Latitude is no exception. We solicit prayers in advance of the Festival and during the Festival itself. Festival Pastors set up a prayer facility on site so that our patrolling pastors are especially supported in this practical way.

Town Pastors Central has continued to promote, assist, and develop the individual Town Pastor franchises across Suffolk and Norfolk. Town Pastors Central have also provided support where difficult decisions have had to be made with regard to the future of a Town Pastors scheme.

Specifically, this year its activities and achievements were:

- Managing the grant from the Police and Crime Commissioner (PCC) for Suffolk of £24,000 (2023-2024) on behalf of the Suffolk schemes. This continued grant support has been greatly appreciated.
- Maintaining and updating a resources folder on Microsoft OneDrive containing relevant data, enabling easy access to all resources in one place with business class security.
- Review of safeguarding policy and procedures.
- Maintaining a strong working relationship with Suffolk Constabulary.
- Organise and lead the Chairs and Co-ordinator's meetings to promote communications and continued relational working between the schemes in Suffolk, Norfolk and Town Pastors Central. These meetings have continued throughout the year on Zoom rather than in person.
- Providing support and guidance with the closure of Sudbury Town Pastors.

There have been no changes in the board of trustees during the year. However Peter Lively stepped down as Chair in April 2024, and Neil Winton was appointed Chair. Peter Lively was appointed Deputy Chair. Strengthening the board of trustees will be a priority during the next year.

Town Pastors Central has continued to play a key part as the hub/umbrella for Town Pastors in East Anglia through coordinating central grant applications and supporting existing franchises.

Town Pastors is a long-standing ministry in the East of England which continues to enjoy strong support across the communities it serves.

## Section E

## Financial review

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

Town Pastors current practice is to prepare a budget at the beginning of the year to reflect anticipated income and expenditure. Income and expenditure are reviewed on a monthly basis, using a receipts and payments summary prepared by the Finance Director at the end of each month and circulated to all trustees for this purpose.

Town Pastors has a policy to hold unrestricted reserves of six months expenditure.

### 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 Central's main sources of funding received during year-end 31<sup>st</sup> March 2024 were:

- Franchise Fees from Town Pastor scheme. These fees were considerably reduced in order to help Town Pastors schemes as they continue to recover from the effects of the Covid-19 pandemic.
- Crime and Disorder Reduction grant from Suffolk Police and Crime Commissioner, which was disbursed to Suffolk Town Pastor schemes.

Total income for the year to 31 March 2024 is £29,086.

Reserves at the year-end are £35,906, including restricted funds of £15,119.

## 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)	Neil Winton	Peter Livey
Position (eg Secretary, Chair, etc)	Chair	Deputy Chair

Date 6.9.2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Town Pastors

1186112

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	1.4.2023		31.3.2024

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Suffolk PCC	-	24,000	-	24,000	20,000
Payments from TP Schemes	2,086	-	-	2,086	2,493
Latitude PCC Grant	3,000	-	-	3,000	3,000
Latitude Grant	-	-	-	-	300
Scheme Closure	-	-	-	-	466
Insurance Refund	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>5,086</b>	<b>24,000</b>	<b>-</b>	<b>29,086</b>	<b>26,259</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>5,086</b>	<b>24,000</b>	<b>-</b>	<b>29,086</b>	<b>26,259</b>
<b>A3 Payments</b>					
Suffolk PCC distribution	-	24,000	-	24,000	20,000
Staff costs/Admin/inc Latitude	3,446	-	-	3,446	2,352
Insurance	634	-	-	634	592
Miscellaneous	281	-	-	281	428
Equipment	983	-	-	983	244
Bank Charges	93	-	-	93	77
Van Hire and diesel	259	-	-	259	644
Charitable acts	283	700	-	983	267
Stationery	42	-	-	42	-
<b>Sub total</b>	<b>6,021</b>	<b>24,700</b>	<b>-</b>	<b>30,721</b>	<b>24,604</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>6,021</b>	<b>24,700</b>	<b>-</b>	<b>30,721</b>	<b>24,604</b>
<b>Net of receipts/(payments)</b>	<b>- 935</b>	<b>- 700</b>	<b>-</b>	<b>- 935</b>	<b>1,655</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>21,722</b>	<b>15,819</b>	<b>-</b>	<b>35,886</b>	<b>35,886</b>
<b>Cash funds this year end</b>	<b>20,787</b>	<b>15,119</b>	<b>-</b>	<b>35,906</b>	<b>37,541</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	TP Central	12,004	-	-
	TP Latitude	8,783	-	-
	For TP Schemes	-	15,119	-
	<b>Total cash funds</b>	<b>20,787</b>	<b>15,119</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

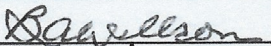
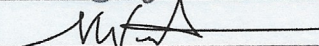
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Latitude Equipment		-	1,695
	Office Equipment		-	200
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Barry Willson	29.4.2024
	Neil Winton	



# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
TOWN PASTORS

On accounts for the year  
ended

31<sup>st</sup> March, 2024

Charity no  
(if any)

1186112

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 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 (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

15/4/24

Name:

Matthew Peek

Relevant professional qualification(s) or body (if any):

MBA, CMi, ACIB

**Address:** 15 Paget Adams Drive

Dereham

NR20 3SA

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Town Pastors

1186112

## Receipts and payments accounts

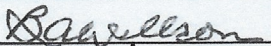

CC16a

For the period from	Period start date	To	Period end date
	1.4.2023		31.3.2024

### Section A Receipts and payments

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Insurance Refund	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>5,086</b>	<b>24,000</b>	<b>-</b>	<b>29,086</b>	<b>26,259</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>5,086</b>	<b>24,000</b>	<b>-</b>	<b>29,086</b>	<b>26,259</b>
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<b>Sub total</b>	<b>6,021</b>	<b>24,700</b>	<b>-</b>	<b>30,721</b>	<b>24,604</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>6,021</b>	<b>24,700</b>	<b>-</b>	<b>30,721</b>	<b>24,604</b>
<b>Net of receipts/(payments)</b>	<b>- 935</b>	<b>- 700</b>	<b>-</b>	<b>- 935</b>	<b>1,655</b>
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	For TP Schemes	-	15,119	-
	<b>Total cash funds</b>	<b>20,787</b>	<b>15,119</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B4 Assets retained for the charity's own use</b>	Details	-	-	-
	Latitude Equipment	-	-	1,695
	Office Equipment	-	-	200
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B5 Liabilities</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Barry Willson	29.4.2024	
		Neil Winton		



# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
TOWN PASTORS

On accounts for the year  
ended

31<sup>st</sup> March, 2024

Charity no  
(if any)

1186112

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 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 (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

15/4/24

Name:

Matthew Peek

Relevant professional qualification(s) or body (if any):

MBA, CMi, ACIB

**Address:** 15 Paget Adams Drive

Dereham

NR20 3SA

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

**TOWN PASTORS**

England & Wales - Charity number 1186112

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# Accounts

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<b>Trustees' Annual Report for the period</b>							
<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1 <sup>st</sup>	Month April	Year 2022		Day 31 <sup>st</sup>	Month March	Year 2023



## Section A Reference and administration details

<b>Charity name</b>	Town Pastors
<b>Other names charity is known by</b>	Town Pastors Central
<b>Registered charity number (if any)</b>	1186112
<b>Charity's principal address</b>	19 Westleton Way, Felixstowe Suffolk <b>Postcode</b> IP11 2YG

**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	Peter Lively	Chair Communications Director		
2	Neil Winton	Deputy Chair		
3	Barry Willson	Finance Director		
4	Joanna Copsey	Training Director		
5				
6				
7				
8				
9				
10				

**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)**

--

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Memorandum and Articles of Association
How the charity is constituted (eg. trust, association, company)	Private Limited Company. Company Number 9091093.
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 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 also ensure that appropriate insurance cover is maintained.

Town Pastors Central holds the franchise for Town Pastors. Town Pastor schemes pay an annual membership fee to Town Pastors Central which allows for:

- Continued use the Town Pastor name and the logo.
- Ongoing support and guidance.
- Additional, updated or revised documents/templates.
- Access to central fundraising and accountability

In all other respects the organisations function entirely separately and independently of each other; with each Town Pastor scheme having its own separate management, trustees and charitable status.

The trustees of Town Pastors Central have no responsibility or liability in respect of individual Town Pastors schemes.

## Section C Objectives and activities

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

To advance the Christian faith in such parts of the United Kingdom or the world as the directors of the charity (herein called "the trustees") may from time to time think fit 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; to promote public safety and the prevention of crime for the benefit of the public by such means as the trustees may consider appropriate including but not so as to limit the generality of the foregoing by providing services for mediation and conciliation between persons involved in disputes or interpersonal conflicts which may lead to acts of nuisance, vandalism, racial abuse or breach of the peace in such parts of the UK or the world as the trustees may from time to time think fit. To relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in such parts of the United Kingdom or the world as the trustees from time to time may think fit.

**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 Central, is a charitable company limited by guarantee (company number 9091093) and a registered charity (registered charity number 1186112).

Town Pastors Central express their Christian faith for the benefit of the public by holding the franchise for Town Pastors and seeking to maintain the quality of the Town Pastor brand.

Town Pastors Central operates as the hub/umbrella for the Town Pastor schemes in Suffolk and Norfolk, offering resources, assistance, guidance, and support. Town Pastors Central are committed to safeguarding vulnerable people and to promoting good practise throughout all Suffolk and Norfolk Town Pastor schemes.

During the year Town Pastors Central has overseen nine Town Pastor schemes, eight in Suffolk and one in Norfolk.

Town Pastors Central welcome invitations to introduce Town Pastors into additional locations in Suffolk, Norfolk, neighbouring counties and elsewhere. The trustees of Town Pastors Central are willing to meet with church representatives in other towns should they be considering setting up Town Pastors (or similar) in their locality.

As an incorporated body, Town Pastors Central manages the distribution of grants to local Town Pastors schemes, distributing a Crime and Disorder Reduction Grant on behalf of the Suffolk Police and Crime Commissioner to Suffolk Town Pastor schemes.

Town Pastors Central can liaise with central bodies on behalf of Town Pastor schemes, thus enabling them to have a stronger coherent voice.

For public benefit, Town Pastors Central is committed to ensuring that central costs are kept to a minimum.

Town Pastors Central organises the provision of Town Pastors (known as Festival Pastors) at Latitude Festival bringing together volunteers from across the local schemes. Festival Pastors provide a visible non-judgemental, friendly presence helping to reduce crime and anti-social behaviour.

The Trustees of Town Pastors Central have carried out the purposes of Town Pastors Central 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.

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

Throughout the year, Town Pastors Central have offered support and encouragement to the Town Pastor schemes in Suffolk and Norfolk. Town Pastor schemes have found the process of recovering from the effects of the Covid-19 pandemic to be particularly challenging.

Town Pastors have successfully continued their work in nine towns across Suffolk and Norfolk from April - September 2022, and in six towns from October 2022 – March 2023.

It should be noted that:

- i) Sadly, Beccles Town Pastors ceased patrolling in October 2022 and closed in November 2022, due to the Town Pastor role no longer being appropriate for the needs of the town.
- ii) Haverhill Town Pastors have been unable to patrol since October 2022 due to changes within the co-ordination/administration of the scheme, and lack of available volunteers.
- iii) Sudbury Town Pastors had to suspend patrols in October 2022 due to changing needs in the town and lack of volunteers.

Based on figures that have been submitted from the eight Suffolk Town Pastor schemes, Town Pastors have noted 7,925 actions. Of these actions, 6,235 involve directly helping a person or group of people (stats categories 1-10 inclusive).

These figures are significantly higher than the previous year due to more Town Pastor patrols taking place as Covid-19 risks decreased, and more consistently having two pairs of Town Pastors on patrol in Bury and Ipswich on Saturday nights.

Town Pastors Central was delighted to be able to provide Town Pastors (known as Festival Pastors) to patrol at Latitude Festival in July 2022.

Festival Pastors provide a friendly presence, in a non-judgemental way and help to reduce crime and anti-social behaviour at Latitude by being visible capable guardians. They also make a significant contribution towards helping to ensure the safety of everyone attending the Festival.

15 Festival Pastors carried out patrols across 4 days at Latitude in July 2022. Festival Pastors and support staff volunteered from Felixstowe, Ipswich, Haverhill and Bury Town Pastors. Festival Pastors and support staff also included a few people who had previously been actively involved with Lowestoft or Stowmarket Town Pastors before they closed.

All patrolling Festival Pastors are active Town Pastors in their local Town Pastor scheme, or have recently been active before their Town Pastor scheme closed. As such they have enhanced DBS checks.

The Festival Pastors designated safeguarding lead attended daily Latitude safeguarding meetings with Festival Republic safeguarding leads, police and other agencies, as part of the team ready to respond to any safeguarding issue that they were made aware of.

Patrols were in 2-hour blocks during the day, due to the excessive heat. The team carried out approximately 350 hours of volunteering over the 4 days including set up and tear down, patrolling and travelling.

Festival Pastors were involved many activities including: personal safety/welfare, crowd control, keeping people calm, helping set-up, giving lots of directions, welfare style support given to Festival Republic staff whilst Festival Pastors on patrol.

Festival Pastors recorded 335 situations involving personal safety/wellbeing and 19 interactions related to pastoral care and/or mental health needs. They alerted security on 2 occasions, including alerting police and site welfare with regard to the victim of a sexual assault. They also cared for 2 people who were drunk and incapable. Festival Pastors gave out water/chocolate/love hearts on 1090 occasions. They know that having small treats to hand often improves general attitude and wellbeing thus reducing the risk of aggressive, confrontational or antagonistic behaviour.

The Festival Pastors prayer tent was well attended, pastoral care given, and much use made of Festival Pastors inflatable sofas etc. No stats figures were recorded for the many pastoral care/mental health interactions which took place in the prayer tent.

Notes re Festival Pastors at Latitude:

- a) All Town Pastor services throughout the year are supported by prayer and Latitude is no exception. We solicit prayers in advance of the Festival and during the Festival itself. We set up a prayer facility on site so that our patrolling pastors are especially supported in this practical way.
- b) Whilst we have calculated the approximate number of volunteer hours over the 4 days including set up and tear down, patrolling and travelling, the figures quoted do not take into account the number of hours invested by Town Pastors Central trustees and Town Pastor volunteers in preparation and training before the festival, administrative tasks, and prayer support related to the festival.

Town Pastors Central has continued to promote, assist, and develop the individual Town Pastor franchises across Suffolk and Norfolk. Town Pastors Central have also provided support where difficult decisions have had to be made with regard to the future of a Town Pastors scheme.

Specifically, this year its activities and achievements were:

- Managing the grant from the Police and Crime Commissioner (PCC) for Suffolk of £20,000 (2022-2023) on behalf of the Suffolk schemes. This continued grant support has been greatly appreciated.
- Maintaining and updating a resources folder on Microsoft OneDrive containing relevant data, enabling easy access to all resources in one place with business class security.
- Review of safeguarding policy and procedures.
- Maintaining a strong working relationship with Suffolk Constabulary.
- Organise and lead the Chairs and Co-ordinator's meetings to promote communications and continued relational working between the schemes in Suffolk, Norfolk and Town Pastors Central. These meetings have continued throughout the year on Zoom rather than in person.
- Providing support, guidance and assistance with the closure of Beccles Town Pastors.

There have been no changes in the board of trustees during the year. Strengthening the board of trustees will be a priority during the next year.

Despite the considerable challenges due to moving forward from the Covid-19 pandemic, Town Pastors Central has continued to play a key part as the hub/umbrella for Town Pastors in East Anglia through coordinating central grant applications and supporting existing franchises.

Town Pastors is a long-standing ministry in the East of England which continues to enjoy strong support across the communities it serves.

## Section E

## Financial review

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

Town Pastors current practice is to prepare a budget at the beginning of the year to reflect anticipated income and expenditure. Income and expenditure are reviewed on a monthly basis, using a receipts and payments summary prepared by the Finance Director at the end of each month and circulated to all trustees for this purpose.

Town Pastors has a policy to hold unrestricted reserves of six months expenditure.

### 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 Central's main sources of funding received during year-end 31<sup>st</sup> March 2023 were:

- Franchise Fees from Town Pastor scheme. These fees were considerably reduced in order to help Town Pastors schemes during the Pandemic.
- Crime and Disorder Reduction grant from Suffolk Police and Crime Commissioner, which was disbursed to Suffolk Town Pastor schemes.
- The closure of Beccles Town Pastors

Total income for the year to 31 March 2023 is £26,259 and the surplus over expenditure is £1,655.

Reserves at the year-end are £37,541 including restricted funds of £15,819.

## 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)	Peter Livey	Neil Winton
Position (eg Secretary, Chair, etc)	Chair	Deputy Chair
Date	30.10.2023	



**Receipts and payments accounts**

CC16a

For the period from	Period start date 1.4.2022	To	Period end date 31.03.2023
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**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Suffolk PCC	-	20,000	-	20,000	30,000
Payments from TP Schemes	2,493	-	-	2,493	1,920
Latitude PCC Grant	3,000	-	-	3,000	3,000
Latitude Grant	300	-	-	300	-
Scheme Closure	-	466	-	466	2,053
Insurance refund	-	-	-	-	116
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>5,793</b>	<b>20,466</b>	<b>-</b>	<b>26,259</b>	<b>37,089</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>5,793</b>	<b>20,466</b>	<b>-</b>	<b>26,259</b>	<b>37,089</b>
<b>A3 Payments</b>					
Suffolk PCC distribution	-	20,000	-	20,000	30,000
Staff costs/Admin/inc Latitude	2,352	-	-	2,352	1,556
Insurance	592	-	-	592	680
Website	-	-	-	-	179
Miscellaneous	428	-	-	428	414
Equipment	244	-	-	244	405
Bank Charges	77	-	-	77	-
Van Hire and diesel	644	-	-	644	585
Display materials	-	-	-	-	141
Charitable acts	267	-	-	267	311
	-	-	-	-	-
<b>Sub total</b>	<b>4,604</b>	<b>20,000</b>	<b>-</b>	<b>24,604</b>	<b>34,271</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Latitude Tabbards	-	-	-	-	633
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>633</b>
<b>Total payments</b>	<b>4,604</b>	<b>20,000</b>	<b>-</b>	<b>24,604</b>	<b>34,904</b>
<b>Net of receipts/(payments)</b>	<b>1,189</b>	<b>466</b>	<b>-</b>	<b>1,655</b>	<b>2,185</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	20,533	15,353	-	35,886	33,701
<b>Cash funds this year end</b>	<b>21,722</b>	<b>15,819</b>	<b>-</b>	<b>37,541</b>	<b>35,886</b>

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

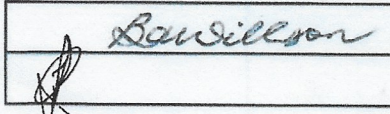
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	TP Central	11,625	-	-
	TP Latitude	10,097	-	-
	For TP Schemes	-	15,819	-
	<b>Total cash funds</b>	<b>21,722</b>	<b>15,819</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Latitude equipment		-	1,395
	Office equipment		-	200
	(figures adjusted April 2023 stock check)		-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Barry Willson	25.4.2023
		Peter Lively	8/11/2023



# Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
TOWN PASTORS

On accounts for the year  
ended

31<sup>st</sup> March, 2023

Charity no  
(if any)

1186112

Set out on pages

1 - 2

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 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 (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

4/5/2023

Name:

MATTHEW PEEK

Relevant professional  
qualification(s) or body (if  
any):

MBA, AEIF, CMAA

Address:

15 PARET ADAMI DRIVE
DOREHAM
NORFOLK NR20 3SA

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.



<b>Trustees' Annual Report for the period</b>							
<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1 <sup>st</sup>	Month April	Year 2022		Day 31 <sup>st</sup>	Month March	Year 2023



## Section A Reference and administration details

<b>Charity name</b>	Town Pastors
<b>Other names charity is known by</b>	Town Pastors Central
<b>Registered charity number (if any)</b>	1186112
<b>Charity's principal address</b>	19 Westleton Way, Felixstowe Suffolk <b>Postcode</b> IP11 2YG

**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	Peter Lively	Chair Communications Director		
2	Neil Winton	Deputy Chair		
3	Barry Willson	Finance Director		
4	Joanna Copsey	Training Director		
5				
6				
7				
8				
9				
10				

**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)**

--

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Memorandum and Articles of Association
How the charity is constituted (eg. trust, association, company)	Private Limited Company. Company Number 9091093.
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 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 also ensure that appropriate insurance cover is maintained.

Town Pastors Central holds the franchise for Town Pastors. Town Pastor schemes pay an annual membership fee to Town Pastors Central which allows for:

- Continued use the Town Pastor name and the logo.
- Ongoing support and guidance.
- Additional, updated or revised documents/templates.
- Access to central fundraising and accountability

In all other respects the organisations function entirely separately and independently of each other; with each Town Pastor scheme having its own separate management, trustees and charitable status.

The trustees of Town Pastors Central have no responsibility or liability in respect of individual Town Pastors schemes.

## Section C Objectives and activities

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

To advance the Christian faith in such parts of the United Kingdom or the world as the directors of the charity (herein called "the trustees") may from time to time think fit 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; to promote public safety and the prevention of crime for the benefit of the public by such means as the trustees may consider appropriate including but not so as to limit the generality of the foregoing by providing services for mediation and conciliation between persons involved in disputes or interpersonal conflicts which may lead to acts of nuisance, vandalism, racial abuse or breach of the peace in such parts of the UK or the world as the trustees may from time to time think fit. To relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in such parts of the United Kingdom or the world as the trustees from time to time may think fit.

**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 Central, is a charitable company limited by guarantee (company number 9091093) and a registered charity (registered charity number 1186112).

Town Pastors Central express their Christian faith for the benefit of the public by holding the franchise for Town Pastors and seeking to maintain the quality of the Town Pastor brand.

Town Pastors Central operates as the hub/umbrella for the Town Pastor schemes in Suffolk and Norfolk, offering resources, assistance, guidance, and support. Town Pastors Central are committed to safeguarding vulnerable people and to promoting good practise throughout all Suffolk and Norfolk Town Pastor schemes.

During the year Town Pastors Central has overseen nine Town Pastor schemes, eight in Suffolk and one in Norfolk.

Town Pastors Central welcome invitations to introduce Town Pastors into additional locations in Suffolk, Norfolk, neighbouring counties and elsewhere. The trustees of Town Pastors Central are willing to meet with church representatives in other towns should they be considering setting up Town Pastors (or similar) in their locality.

As an incorporated body, Town Pastors Central manages the distribution of grants to local Town Pastors schemes, distributing a Crime and Disorder Reduction Grant on behalf of the Suffolk Police and Crime Commissioner to Suffolk Town Pastor schemes.

Town Pastors Central can liaise with central bodies on behalf of Town Pastor schemes, thus enabling them to have a stronger coherent voice.

For public benefit, Town Pastors Central is committed to ensuring that central costs are kept to a minimum.

Town Pastors Central organises the provision of Town Pastors (known as Festival Pastors) at Latitude Festival bringing together volunteers from across the local schemes. Festival Pastors provide a visible non-judgemental, friendly presence helping to reduce crime and anti-social behaviour.

The Trustees of Town Pastors Central have carried out the purposes of Town Pastors Central 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.

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

Throughout the year, Town Pastors Central have offered support and encouragement to the Town Pastor schemes in Suffolk and Norfolk. Town Pastor schemes have found the process of recovering from the effects of the Covid-19 pandemic to be particularly challenging.

Town Pastors have successfully continued their work in nine towns across Suffolk and Norfolk from April - September 2022, and in six towns from October 2022 – March 2023.

It should be noted that:

- i) Sadly, Beccles Town Pastors ceased patrolling in October 2022 and closed in November 2022, due to the Town Pastor role no longer being appropriate for the needs of the town.
- ii) Haverhill Town Pastors have been unable to patrol since October 2022 due to changes within the co-ordination/administration of the scheme, and lack of available volunteers.
- iii) Sudbury Town Pastors had to suspend patrols in October 2022 due to changing needs in the town and lack of volunteers.

Based on figures that have been submitted from the eight Suffolk Town Pastor schemes, Town Pastors have noted 7,925 actions. Of these actions, 6,235 involve directly helping a person or group of people (stats categories 1-10 inclusive).

These figures are significantly higher than the previous year due to more Town Pastor patrols taking place as Covid-19 risks decreased, and more consistently having two pairs of Town Pastors on patrol in Bury and Ipswich on Saturday nights.

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Patrols were in 2-hour blocks during the day, due to the excessive heat. The team carried out approximately 350 hours of volunteering over the 4 days including set up and tear down, patrolling and travelling.

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Notes re Festival Pastors at Latitude:

- a) All Town Pastor services throughout the year are supported by prayer and Latitude is no exception. We solicit prayers in advance of the Festival and during the Festival itself. We set up a prayer facility on site so that our patrolling pastors are especially supported in this practical way.
- b) Whilst we have calculated the approximate number of volunteer hours over the 4 days including set up and tear down, patrolling and travelling, the figures quoted do not take into account the number of hours invested by Town Pastors Central trustees and Town Pastor volunteers in preparation and training before the festival, administrative tasks, and prayer support related to the festival.

Town Pastors Central has continued to promote, assist, and develop the individual Town Pastor franchises across Suffolk and Norfolk. Town Pastors Central have also provided support where difficult decisions have had to be made with regard to the future of a Town Pastors scheme.

Specifically, this year its activities and achievements were:

- Managing the grant from the Police and Crime Commissioner (PCC) for Suffolk of £20,000 (2022-2023) on behalf of the Suffolk schemes. This continued grant support has been greatly appreciated.
- Maintaining and updating a resources folder on Microsoft OneDrive containing relevant data, enabling easy access to all resources in one place with business class security.
- Review of safeguarding policy and procedures.
- Maintaining a strong working relationship with Suffolk Constabulary.
- Organise and lead the Chairs and Co-ordinator's meetings to promote communications and continued relational working between the schemes in Suffolk, Norfolk and Town Pastors Central. These meetings have continued throughout the year on Zoom rather than in person.
- Providing support, guidance and assistance with the closure of Beccles Town Pastors.

There have been no changes in the board of trustees during the year. Strengthening the board of trustees will be a priority during the next year.

Despite the considerable challenges due to moving forward from the Covid-19 pandemic, Town Pastors Central has continued to play a key part as the hub/umbrella for Town Pastors in East Anglia through coordinating central grant applications and supporting existing franchises.

Town Pastors is a long-standing ministry in the East of England which continues to enjoy strong support across the communities it serves.

## Section E

## Financial review

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

Town Pastors current practice is to prepare a budget at the beginning of the year to reflect anticipated income and expenditure. Income and expenditure are reviewed on a monthly basis, using a receipts and payments summary prepared by the Finance Director at the end of each month and circulated to all trustees for this purpose.

Town Pastors has a policy to hold unrestricted reserves of six months expenditure.

### 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 Central's main sources of funding received during year-end 31<sup>st</sup> March 2023 were:

- Franchise Fees from Town Pastor scheme. These fees were considerably reduced in order to help Town Pastors schemes during the Pandemic.
- Crime and Disorder Reduction grant from Suffolk Police and Crime Commissioner, which was disbursed to Suffolk Town Pastor schemes.
- The closure of Beccles Town Pastors

Total income for the year to 31 March 2023 is £26,259 and the surplus over expenditure is £1,655.

Reserves at the year-end are £37,541 including restricted funds of £15,819.

## 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)	Peter Livey	Neil Winton
Position (eg Secretary, Chair, etc)	Chair	Deputy Chair
Date	30.10.2023	

**TOWN PASTORS**

England & Wales - Charity number 1186112

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# Accounts

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# 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 2021		Day 31 <sup>st</sup>	Month March	Year 2022

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

19 Westleton Way,	
Felixstowe	
Suffolk	
<b>Postcode</b>	IP11 2YG

### 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	Tony Hodge	Chair	Resigned: 1.11.2021	
2	Gordon Kerr	Deputy Chair	Resigned: 6.9.2021	
3	Peter Lively	Chair Communications Director	Appointed: 6.9.2021	
4	Neil Winton	Deputy Chair	Appointed: 25.9.2021	
5	Barry Willson	Finance Director		
6	Joanna Copsey	Training Director		
7				
8				
9				
10				

### 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)

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Memorandum and Articles of Association
How the charity is constituted (eg. trust, association, company)	Private Limited Company. Company Number 9091093.
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 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 also ensure that appropriate insurance cover is maintained.

Town Pastors Central holds the franchise for Town Pastors. Town Pastor schemes pay an annual membership fee to Town Pastors Central which allows for:

- Continued use the Town Pastor name and the logo.
- Ongoing support and guidance.
- Additional, updated or revised documents/templates.
- Access to central fundraising and accountability

In all other respects the organisations function entirely separately and independently of each other; with each Town Pastor scheme having its own separate management, trustees and charitable status.

The trustees of Town Pastors Central have no responsibility or liability in respect of individual Town Pastors schemes.

## Section C Objectives and activities

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

To advance the Christian faith in such parts of the United Kingdom or the world as the directors of the charity (herein called "the trustees") may from time to time think fit 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; to promote public safety and the prevention of crime for the benefit of the public by such means as the trustees may consider appropriate including but not so as to limit the generality of the foregoing by providing services for mediation and conciliation between persons involved in disputes or interpersonal conflicts which may lead to acts of nuisance, vandalism, racial abuse or breach of the peace in such parts of the UK or the world as the trustees may from time to time think fit. To relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in such parts of the United Kingdom or the world as the trustees from time to time may think fit.

**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 Central, is a charitable company limited by guarantee (company number 9091093) and a registered charity (registered charity number 1186112).

Town Pastors Central express their Christian faith for the benefit of the public by holding the franchise for Town Pastors and seeking to maintain the quality of the Town Pastor brand.

Town Pastors Central operates as the hub/umbrella for the Town Pastor schemes in Suffolk and Norfolk, offering resources, assistance, guidance, and support. Town Pastors Central are committed to safeguarding vulnerable people and to promoting good practise throughout all Suffolk and Norfolk Town Pastor schemes.

During the year Town Pastors Central has overseen ten Town Pastor schemes, nine in Suffolk and one in Norfolk.

Town Pastors Central welcome invitations to introduce Town Pastors into additional locations in Suffolk, Norfolk, neighbouring counties and elsewhere. The trustees of Town Pastors Central are willing to meet with church representatives in other towns should they be considering setting up Town Pastors (or similar) in their locality.

As an incorporated body, Town Pastors Central manages the distribution of grants to local Town Pastors schemes, distributing a Crime and Disorder Reduction Grant on behalf of the Suffolk Police and Crime Commissioner to Suffolk Town Pastor schemes.

Town Pastors Central can liaise with central bodies on behalf of Town Pastor schemes, thus enabling them to have a stronger coherent voice.

For public benefit, Town Pastors Central is committed to ensuring that central costs are kept to a minimum.

Town Pastors Central organises the provision of Town Pastors (known as Festival Pastors) at Latitude Festival bringing together volunteers from across the local schemes. Festival Pastors provide a visible non-judgemental, friendly presence helping to reduce crime and anti-social behaviour.

The Trustees of Town Pastors Central have carried out the purposes of Town Pastors Central 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.

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

The COVID-19 pandemic led to HM Government imposing strict lockdown restrictions for the third time in January 2021. This resulted in the closure of the night-time economy, and, in consequence, the continued suspension of Town Pastor patrols in all towns. These strict lockdown restrictions remained and were still in place as at 1<sup>st</sup> April 2021.

With all Town Pastor activities suspended, the work of Town Pastors Central was focussed on supporting all schemes through the challenges of suspension and possible re-starting. This included review of lockdown restrictions as they developed, eased or were lifted, their effect on the work of Town Pastors and the possibilities for safely re-establishing patrols as restrictions were eased.

Also under review was the risk to the continuance of individual schemes and the organisation as a whole due to prolonged suspension of activity.

Restrictions began to be eased in April 2021, with pubs and bars allowed to reopen in May 2021 (with 'table-service only' restrictions).

Trustees continued to engage in researching requirements and regulations as they affected patrolling under COVID-19 restrictions, including the appropriate levels of PPE and how to use them in a Town Pastor Patrol setting, and reviewing the risks posed to volunteers when patrols recommence. Town Pastors Central also offered support to Town Pastor schemes as they made challenging decisions about whether to resume patrolling.

Sadly in April 2021 the management committee of Stowmarket Town Pastors made the very difficult decision to close the Town Pastor scheme. This was mainly due to a lack of a co-ordinator, lack of committee members and a lack of volunteers. Town Pastors Central offered Stowmarket Town Pastors support and guidance during their closure.

Town Pastor patrols resumed in some Town Pastor schemes in May 2021. By October 2021 most schemes had resumed patrols, albeit with reduced frequency of shifts, reduced number of pairs of Town Pastors on patrol and/or reduced patrolling hours.

Town Pastors Central was delighted to be able to provide Town Pastors (known as Festival Pastors) to patrol at Latitude Festival in July 2021. This event was designated as a government 'test event' for the relaxation of COVID restrictions. Town Pastors Central were very much focused on the safety of their volunteers, and the welfare of festival-goers and staff. This proved to be a significant 'in-person' event, and most welcome after the Festival had been cancelled in 2020 due to the pandemic.

Town Pastors Central has continued to promote, assist, and develop the individual Town Pastor franchises across Suffolk and Norfolk.

Specifically, this year its activities and achievements were:

- Managing the grant from the Police and Crime Commissioner (PCC) for Suffolk of £30,000 (2021-2022) on behalf of the Suffolk schemes. This continued grant support has been greatly appreciated.
- Maintaining and updating a resources folder on Microsoft OneDrive containing relevant data, enabling easy access to all resources in one place with business class security.
- Review of safeguarding policy and procedures.

- Organise and lead the Chairs and Co-ordinator's meetings to promote communications and relational working between the schemes in Suffolk, Norfolk and Town Pastors Central. These meetings have continued throughout the year on Zoom rather than in person.
- Strengthening the working relationship with Suffolk Constabulary. Support from Suffolk Constabulary has been a great encouragement to Town Pastors Central, and to the individual Town Pastor schemes. Suffolk Constabulary's Assistant Chief Constable attended the Chair and Co-ordinator's meeting in June 2022 (on Zoom), speaking words of encouragement and answering numerous questions. This was very much appreciated.

In September 2021, the trustees were sad to see Gordon Kerr step down as a trustee, after five years' dedicated service.

The trustees were delighted to welcome Peter Livey back onto the board of trustees, and to welcome Neil Winton onto the board of trustees in September 2021.

The trustees were sad to see Tony Hodge step down as a trustee and chair in November 2021, after seven years' dedicated service. Tony's resignation was due to moving out of the area.

Strengthening the board of trustees will be a priority during the next year.

Despite the considerable challenges due to the pandemic, Town Pastors Central has continued to play a key part as the hub/umbrella for Town Pastors in East Anglia through coordinating central grant applications and supporting existing franchises.

Town Pastors is a long-standing ministry in the East of England which continues to enjoy strong support across the communities it serves.

## Section E

## Financial review

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

Town Pastors current practice is to prepare a budget at the beginning of the year to reflect anticipated income and expenditure. Income and expenditure are reviewed on a monthly basis, using a receipts and payments summary prepared by the Finance Director at the end of each month and circulated to all trustees for this purpose.

Town Pastors has a policy to hold unrestricted reserves of six months expenditure.

### 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 Central's main sources of funding received during year-end 31<sup>st</sup> March 2022 were:

- Franchise Fees from Town Pastor scheme. These fees were considerably reduced in order to help Town Pastors schemes during the Pandemic.
- Crime and Disorder Reduction grant from Suffolk Police and Crime Commissioner, which was disbursed to Suffolk Town Pastor schemes.
- The closure of Stowmarket Town Pastors

Total income for the year to 31 March 2022 is £37,089 and the surplus over expenditure is £2,185.

Reserves at the year-end are £35,886 including restricted funds of £15,353.

## 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)	Peter Livey
Position (eg Secretary, Chair, etc)	Chair	Deputy Chair
Date	17.1.2023	



## Receipts and payments accounts

For the period from	Period start date 1.4.2021	To	Period end date 31.03.2022
------------------------	-------------------------------	----	-------------------------------

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Suffolk PCC	-	30,000	-	30,000	15,500
Payments from TP Schemes	1,920	-	-	1,920	1,100
Latitude PCC Grant	3,000	-	-	3,000	
Latitude Catering Income	-	-	-	-	
Lowestoft TP Closure	-	-	-	-	10,300
insurance refund	116	-	-	116	-
from reserves	500	500	-	-	-
Stowmarket closure	-	2,053	-	2,053	-
<b>Sub total (Gross income for AR)</b>	<b>5,536</b>	<b>31,553</b>	<b>-</b>	<b>37,089</b>	<b>26,900</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>5,536</b>	<b>31,553</b>	<b>-</b>	<b>37,089</b>	<b>26,900</b>
<b>A3 Payments</b>					
Suffolk PCC distribution	-	30,000	-	30,000	15,800
Staff costs/Admin/inc Latitude+580	1,556	-	-	1,556	927
Insurance	680	-	-	680	605
Website	179	-	-	179	211
Miscellaneous	414	-	-	414	48
Equipment	405	-	-	405	798
Van Hire and diesel	585	-	-	585	
Display materials	141	-	-	141	
Charitable acts	311	-	-	311	
<b>Sub total</b>	<b>4,271</b>	<b>30,000</b>	<b>-</b>	<b>34,271</b>	<b>18,389</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Latitude Tabbards	633	-	-	633	-
<b>Sub total</b>	<b>633</b>	<b>-</b>	<b>-</b>	<b>633</b>	<b>-</b>
<b>Total payments</b>	<b>4,904</b>	<b>30,000</b>	<b>-</b>	<b>34,904</b>	<b>18,389</b>
<b>Net of receipts/(payments)</b>	<b>632</b>	<b>1,553</b>	<b>-</b>	<b>2,185</b>	<b>8,511</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>19,901</b>	<b>13,800</b>	<b>-</b>	<b>33,701</b>	<b>25,190</b>
<b>Cash funds this year end</b>	<b>20,533</b>	<b>15,353</b>	<b>-</b>	<b>35,886</b>	<b>33,701</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	TP Central	10,665	-	-
	TP Latitude	9,868	-	-
	For TP Schemes	-	15,353	-
	<b>Total cash funds</b>	<b>20,533</b>	<b>15,353</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Latitude equipment		-	649
	Office equipment		-	600
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Barry Willson	25.4.2022
	Peter Lively	25/04/2022



# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
TOWN PASTORS

On accounts for the year  
ended

31<sup>st</sup> March, 2022

Charity no  
(if any)

1186112

Set out on pages

1-3

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 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 (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

*Matthew Peek*

Date:

4/4/2022

Name:

Matthew Peek

Relevant professional  
qualification(s) or body (if  
any):

MBA, CMrgr, FCMI, ACIB

**Address:** 3 St James Place

Norwich

NR3 1RJ

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

**Reconciliation Summary**

Opening Bank Balance 1/4/21	£33700.92
Closing Balance 31/3/22	£35855.87
Movement	+£2184.95

Represented is same period by

Total income	£37067.60
Less total expenditure	£34882.65
Movement	£2184.95

**Give here brief details of any items that the examiner wishes to disclose.**

**A sample of the invoices provided against the expenditure was made and found to be fully compliant.**



## Receipts and payments accounts

For the period from	Period start date 1.4.2021	To	Period end date 31.03.2022
------------------------	-------------------------------	----	-------------------------------

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<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>5,536</b>	<b>31,553</b>	<b>-</b>	<b>37,089</b>	<b>26,900</b>
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Miscellaneous	414	-	-	414	48
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Charitable acts	311	-	-	311	
<b>Sub total</b>	<b>4,271</b>	<b>30,000</b>	<b>-</b>	<b>34,271</b>	<b>18,389</b>
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<b>Total payments</b>	<b>4,904</b>	<b>30,000</b>	<b>-</b>	<b>34,904</b>	<b>18,389</b>
<b>Net of receipts/(payments)</b>	<b>632</b>	<b>1,553</b>	<b>-</b>	<b>2,185</b>	<b>8,511</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>19,901</b>	<b>13,800</b>	<b>-</b>	<b>33,701</b>	<b>25,190</b>
<b>Cash funds this year end</b>	<b>20,533</b>	<b>15,353</b>	<b>-</b>	<b>35,886</b>	<b>33,701</b>

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	For TP Schemes	-	15,353	-
	<b>Total cash funds</b>	<b>20,533</b>	<b>15,353</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Latitude equipment		-	649
	Office equipment		-	600
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Barry Willson	25.4.2022
	Peter Lively	25/04/2022



# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
TOWN PASTORS

On accounts for the year  
ended

31<sup>st</sup> March, 2022

Charity no  
(if any)

1186112

Set out on pages

1-3

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 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 (other than that disclosed below \*)

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

\* Please delete the words in the brackets if they do not apply.

Signed:

*Matthew Peek*

Date:

4/4/2022

Name:

Matthew Peek

Relevant professional  
qualification(s) or body (if  
any):

MBA, CMrgr, FCMI, ACIB

**Address:** 3 St James Place

Norwich

NR3 1RJ

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

**Reconciliation Summary**

Opening Bank Balance 1/4/21	£33700.92
Closing Balance 31/3/22	£35855.87
Movement	+£2184.95

Represented is same period by

Total income	£37067.60
Less total expenditure	£34882.65
Movement	£2184.95

**Give here brief details of any items that the examiner wishes to disclose.**

**A sample of the invoices provided against the expenditure was made and found to be fully compliant.**

**TOWN PASTORS**

England & Wales - Charity number 1186112

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# Accounts

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# 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**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

2 Herringswell Road, Kentford	
Newmarket	
Suffolk	
<b>Postcode</b>	CB8 7QS

### 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	Tony Hodge	Chair		
2	Gordon Kerr	Deputy Chair		
3	Barry Willson	Finance Director		
4	Joanna Copsey	Training Director		
5	Peter Livey	Communications Director	Resigned 8.9.2020	
6	Charlotte Robinson		Appointed 20.7.2020 Resigned 21.1.2021	
7				
8				
9				
10				

### 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)

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Memorandum and Articles of Association
How the charity is constituted (eg. trust, association, company)	Private Limited Company. Company Number 9091093.
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 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 also ensure that appropriate insurance cover is maintained.

Town Pastors Central holds the franchise for Town Pastors. Town Pastor schemes pay an annual membership fee to Town Pastors Central which allows for:

- Continued use the Town Pastor name and the logo.
- Ongoing support and guidance.
- Additional, updated or revised documents/templates.
- Annual quality checks by Town Pastors Central
- Access to central fundraising and accountability

In all other respects the organisations function entirely separately and independently of each other; with each Town Pastor scheme having its own separate management, trustees and charitable status. The trustees of Town Pastors Central have no responsibility or liability in respect of individual Town Pastors schemes.

## Section C Objectives and activities

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

To advance the Christian faith in such parts of the United Kingdom or the world as the directors of the charity (herein called "the trustees") may from time to time think fit 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; to promote public safety and the prevention of crime for the benefit of the public by such means as the trustees may consider appropriate including but not so as to limit the generality of the foregoing by providing services for mediation and conciliation between persons involved in disputes or interpersonal conflicts which may lead to acts of nuisance, vandalism, racial abuse or breach of the peace in such parts of the UK or the world as the trustees may from time to time think fit. To relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in such parts of the United Kingdom or the world as the trustees from time to time may think fit.

**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 Central, is a charitable company limited by guarantee (company number 9091093) and a registered charity (registered charity number 1186112).

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Town Pastors Central operates as the hub/umbrella for the Town Pastor schemes in Suffolk and Norfolk, offering resources, assistance, guidance, and support. Town Pastors Central are committed to safeguarding vulnerable people and to promoting good practise throughout all Suffolk and Norfolk Town Pastor schemes.

During the year Town Pastors Central has overseen eleven Town Pastor schemes, ten in Suffolk and one in Norfolk.

Town Pastors Central welcome invitations to introduce Town Pastors into additional locations in Suffolk, Norfolk, neighbouring counties and elsewhere. The trustees of Town Pastors Central are willing to meet with church representatives in other towns should they be considering setting up Town Pastors (or similar) in their locality.

As an incorporated body, Town Pastors Central manages the distribution of grants to local Town Pastors schemes, distributing a Crime and Disorder Reduction Grant on behalf of the Suffolk Police and Crime Commissioner to Suffolk Town Pastor schemes.

Town Pastors Central can liaise with central bodies on behalf of Town Pastor schemes, thus enabling them to have a stronger coherent voice.

For public benefit, Town Pastors Central is committed to ensuring that central costs are kept to a minimum.

Town Pastors Central organises the provision of Town Pastors (known as Festival Pastors) at Latitude Festival bringing together volunteers from across the local schemes. Festival Pastors provide a visible non-judgemental, friendly presence helping to reduce crime and anti-social behaviour.

The Trustees of Town Pastors Central have carried out the purposes of Town Pastors Central 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.

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

The COVID-19 pandemic led to lockdowns at various time affecting national and regional communities.

HM Government imposed severe restrictions on social activities in March 2020. Lockdown restrictions were re-imposed in November 2021 after an easing of restrictions during the summer. There was a brief easing of restrictions again in December but due to soaring COVID-19 infection rates severe lockdown restrictions were yet again imposed, and were still in place as at 31<sup>st</sup> March 2021.

This resulted in the closure of the night-time economy, and, in consequence, the suspension of most Town Pastor patrols. The 2020 Latitude Festival cancellation meant that Festival Pastors were not required at that event.

Some pilot patrols were carried out in one Town Pastor scheme in October between lockdowns, and their regular Saturday night patrols resumed briefly in December 2020. However it quickly became necessary to suspend patrols again due to soaring COVID-19 infection rates. The experiences gained from these patrols were recorded for consideration once restrictions were lifted.

With all Town Pastor activities suspended, the work of Town Pastors Central was focussed on supporting all schemes through the challenges of suspension and possible re-starting. This included review of lockdown restrictions as they developed or were lifted, their effect on the work of Town Pastors and the possibilities for safely re-establishing patrols as restrictions were eased.

Trustees engaged in researching requirements and regulations as they affected possible patrolling under COVID-19 restrictions, including the appropriate levels of PPE and how to use them in a Town Pastor Patrol setting, and reviewing the risks posed to volunteers should patrols recommence. Additional training to enable patrols under these circumstances was also investigated and results of all these shared with our partner schemes at the regular Chair and Co-ordinator's meetings. Also under review was the risk to the continuance of individual schemes and the organisation as a whole due to prolonged suspension of activity.

Town Pastors Central has continued to promote, assist, and develop the individual Town Pastor franchises across Suffolk and Norfolk. Specifically, this year its activities and achievements were:

- Managing the grant from the Police and Crime Commissioner (PCC) for Suffolk of £15,500 (2020-2021) on behalf of the Suffolk schemes. This sum had been negotiated with the PCC and his team to safeguard the existence of Town Pastor schemes in Suffolk such that no scheme would fail due to lack of financial resources. This continued grant support has been greatly appreciated.
- Continued development of core values and policies as the package of supporting materials for the Town Pastors franchise.
- Creation of a resources folder on Microsoft OneDrive and migrating all relevant data, enabling easy access to all resources in one place with business class security.
- Reviewed Safeguarding and other key policies across the franchises.
- Continued working in respect of GDPR compliance for all data held and processed by Town Pastors Central.
- Organise and lead the Chairs and Co-ordinator's meetings to promote

communications and relational working between the schemes in Suffolk, Norfolk and Town Pastors Central. These meetings have continued throughout the year on Zoom rather than in person.

The trustees were delighted that Charlotte Robinson joined the board of trustees in July 2020, and saddened that she found it necessary to step down as a trustee in January 2021.

The trustees were sad to see Peter Livey step down as a trustee in September 2020, after five years' dedicated service.

Strengthening the board of trustees will be a priority during the next year.

At the end of the period of this report, no Town Pastor scheme had been able to restart patrol activities due to re-imposition of lockdown restrictions.

Town Pastors Central will continue to review Government guidelines and restrictions as they develop. They will offer support to local Town Pastor schemes with preparations for resuming patrols, recruitment and training as they prepare to resume patrols.

Town Pastors Central will also liaise with central funding bodies whose grants they manage regarding any developments, advising local schemes as appropriate.

Town Pastors Central plays a key part in the growth and development of Town Pastors in East Anglia through coordinating central grant applications, establishment of new and development of existing franchises.

Town Pastors is a long-standing ministry in the East of England which continues to enjoy strong support across the communities it serves.

Town Pastors Central looks forward to restrictions being lifted, Town Pastor patrols resuming in all Town Pastor schemes and Festival Pastors again being able to patrol at Latitude Festival.

## Section E

## Financial review

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

Town Pastors current practice is to prepare a budget at the beginning of the year to reflect anticipated income and expenditure. Income and expenditure are reviewed on a monthly basis, using a receipts and payments summary prepared by the Finance Director at the end of each month. The trustees will give priority to formally approving a reserve policy.

### 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 Central's main sources of funding received during year-end 31<sup>st</sup> March 2021 were:

- Franchise Fees from Town Pastor scheme. In order to help Town Pastors schemes survive during the pandemic these fees were considerably reduced.
- Crime and Disorder Reduction grant from Suffolk Police and Crime Commissioner, which was disbursed to Suffolk Town Pastor schemes.
- Lowestoft Town Pastors closure

Total income for the year to 31 March 2021 is £26,900 (2020: £59,792) and the surplus over expenditure is £8,511 (2020: deficit against expenditure is £501).

Reserves at the year-end are £33,701 (2020: £24,689) including restricted funds of £13,800 (2020: £3,800)

## 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)	Tony Hodge	Gordon Kerr
Position (eg Secretary, Chair, etc)	Chair	Deputy Chair
Date	06/09/21	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

TOWN PASTORS

1186/112

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	1.4.2020		31.03.2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Suffolk PCC	-	15,500	-	15,500	49,995
Payments from TP Schemes	1,100	-	-	1,100	5,707
Latitude PCC Grant	-	-	-	-	1,995
Latitude Catering Income	-	-	-	-	2,095
Lowestoft TP Closure	-	10,300	-	10,300	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>1,100</b>	<b>25,800</b>	<b>-</b>	<b>26,900</b>	<b>59,792</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>1,100</b>	<b>25,800</b>	<b>-</b>	<b>26,900</b>	<b>59,792</b>
<b>A3 Payments</b>					
Suffolk PCC distribution	-	15,800	-	15,800	49,995
Staff costs/Admin/inc Latitude	927	-	-	927	4,332
Insurance	605	-	-	605	489
Website	211	-	-	211	-
Miscellaneous	48	-	-	48	852
Equipment	798	-	-	798	1,300
Charity Registration solicitor costs	-	-	-	-	1,746
Printing	-	-	-	-	777
Charitable acts	-	-	-	-	802
<b>Sub total</b>	<b>2,589</b>	<b>15,800</b>	<b>-</b>	<b>18,389</b>	<b>60,293</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>2,589</b>	<b>15,800</b>	<b>-</b>	<b>18,389</b>	<b>60,293</b>
<b>Net of receipts/(payments)</b>	<b>- 1,489</b>	<b>10,000</b>	<b>-</b>	<b>8,511</b>	<b>- 501</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>21,390</b>	<b>3,800</b>	<b>-</b>	<b>25,190</b>	<b>25,190</b>
<b>Cash funds this year end</b>	<b>19,901</b>	<b>13,800</b>	<b>-</b>	<b>33,701</b>	<b>24,689</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	TP Central	10,261	-	-
	TP Latitude	9,640	-	-
	For TP Schemes	-	13,800	-
	<b>Total cash funds</b>	<b>19,901</b>	<b>13,800</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

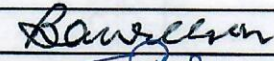

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Latitude equipment		-	93
	Office equipment		-	800
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Barry Willson	7-4-21
	Tony Hodge	07/04/21



# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
TOWN PASTORS

On accounts for the year  
ended

31<sup>st</sup> March, 2021

Charity no  
(if any)

1186112

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 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 (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

1/4/2021

Name:

Matthew Peek

Relevant professional  
qualification(s) or body (if  
any):

MBA, Cmgr, ACIB

Address: 15 Paget Adams Drive

Dereham, Norfolk

NR20 3SA

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

Full review undertaken against detailed records supplied by the Treasurer.

Noted that £300 was released from restricted funds and disbursed along. Also noted that Lowestoft has ceased operation and funds transferred back.

Summary

**Bank Balance movement £8510.55**

Receipts	£27199.83
Payments	£28689.11
Sub Total	(£1489.28)
Add Lowestoft	£10299.83
Restricted funds release	(£300)
<b>Total</b>	<b>£8510.55</b>