



# 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

<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>	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)

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## 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).

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 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

1186/12

## Receipts and payments accounts

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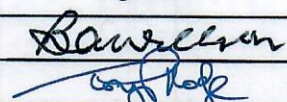

For the period from	Period start date	To	Period end date
	1.4.2020		31.03.2021

### 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>	1,100	25,800	-	26,900	59,792
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	1,100	25,800	-	26,900	59,792
<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>	2,589	15,800	-	18,389	60,293
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	2,589	15,800	-	18,389	60,293
<b>Net of receipts/(payments)</b>	- 1,489	10,000	-	8,511	- 501
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	21,390	3,800	-	25,190	25,190
<b>Cash funds this year end</b>	19,901	13,800	-	33,701	24,689



## 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))			
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Latitude equipment		-	93
	Office equipment		-	800
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		 	Barry Willson Tony Hodge	7-4-21 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>