



Trustees' Annual Report for the period



From	Period start date			To	Period end date		
	Day 1 st	Month April	Year 2021		Day 31 st	Month March	Year 2022

Section A Reference and administration details

Charity name	Town Pastors
Other names charity is known by	Town Pastors Central
Registered charity number (if any)	1186112
Charity's principal address	19 Westleton Way, Felixstowe Suffolk Postcode 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 Livey	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)

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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.
- 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 1st 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 31st 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

Neil Winton

Position (eg Secretary, Chair, etc)

Chair

Deputy Chair

Date

17.1.2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Town Pastors

1186112

Receipts and payments accounts

CC16a

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 £
A1 Receipts					
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	-
Sub total (Gross income for AR)	5,536	31,553	-	37,089	26,900
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	5,536	31,553	-	37,089	26,900
A3 Payments					
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	-
Sub total	4,271	30,000	-	34,271	18,389
A4 Asset and investment purchases, (see table)					
Latitude Tabbards	633	-	-	633	-
	-	-	-	-	-
Sub total	633	-	-	633	-
Total payments	4,904	30,000	-	34,904	18,389
Net of receipts/(payments)	632	1,553	-	2,185	8,511
A5 Transfers between funds					-
A6 Cash funds last year end	19,901	13,800	-	33,701	25,190
Cash funds this year end	20,533	15,353	-	35,886	33,701

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 £
B1 Cash funds	TP Central	10,665	-	-
	TP Latitude	9,868	-	-
	For TP Schemes	-	15,353	-
	Total cash funds	20,533	15,353	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Latitude equipment		-	649
	Office equipment		-	600
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	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	25.4.2022
			Peter Livey	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

31st 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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

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Independent examiner's report on the accounts

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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

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