



Trustees' Annual Report for the period



From	Period start date			To	Period end date		
	Day 1 st	Month April	Year 2022		Day 31 st	Month March	Year 2023

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	Peter Livey	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)

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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 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 31st 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	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Town Pastors

1186112

Receipts and payments accounts

CC16a

For the period
from

Period start date
1.4.2022

To

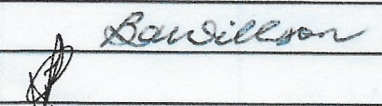
Period end date
31.03.2023

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	-	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
	-	-	-	-	-
Sub total (Gross income for AR)	5,793	20,466	-	26,259	37,089
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	5,793	20,466	-	26,259	37,089
A3 Payments					
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
	-	-	-	-	-
Sub total	4,604	20,000	-	24,604	34,271
A4 Asset and investment purchases, (see table)					
Latitude Tabbards	-	-	-	-	633
	-	-	-	-	-
Sub total	-	-	-	-	633
Total payments	4,604	20,000	-	24,604	34,904
Net of receipts/(payments)	1,189	466	-	1,655	2,185
A5 Transfers between funds					
A6 Cash funds last year end	20,533	15,353	-	35,886	33,701
Cash funds this year end	21,722	15,819	-	37,541	35,886

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	11,625	-	-
	TP Latitude	10,097	-	-
	For TP Schemes	-	15,819	-
	Total cash funds	21,722	15,819	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
B4 Assets retained for the charity's own use				
	Latitude equipment		-	1,395
	Office equipment		-	200
	(figures adjusted April 2023 stock check)		-	-
			-	-
			-	-
B5 Liabilities				

Signature	Print Name	Date of approval
	Barry Willson	25.4.2023
	Peter Livey	8/11/2023

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



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, 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 PECK

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

MBA, AICB, CM95

Address:

15 PARCELS DRIVE
DOREHAM
NORFOLK NR 20 3SA

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.



Trustees' Annual Report for the period



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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

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Specifically, this year its activities and achievements were:

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- Review of safeguarding policy and procedures.
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Section E

Financial review

Brief statement of the charity's policy on reserves

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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	