



Trustees' Annual Report for the period



From	Period start date			To	Period end date		
	Day 1 st	Month April	Year 2023		Day 31 st	Month March	Year 2024

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		
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 seven Town Pastor schemes, six 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 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 Livey stepped down as Chair in April 2024, and Neil Winton was appointed Chair. Peter Livey 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 31st 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
1.4.2023

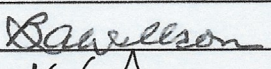
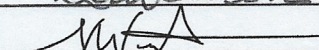
To

Period end date
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 £
A1 Receipts					
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	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	5,086	24,000	-	29,086	26,259
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	5,086	24,000	-	29,086	26,259
A3 Payments					
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	-
Sub total	6,021	24,700	-	30,721	24,604
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	6,021	24,700	-	30,721	24,604
Net of receipts/(payments)	- 935	- 700	-	- 935	1,655
A5 Transfers between funds					
A6 Cash funds last year end	21,722	15,819	-	35,886	35,886
Cash funds this year end	20,787	15,119	-	35,906	37,541

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	12,004	-	-
	TP Latitude	8,783	-	-
	For TP Schemes	-	15,119	-
	Total cash funds	20,787	15,119	-
	(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		-	1,695
	Office Equipment		-	200
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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	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

31st 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

IER

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

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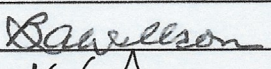
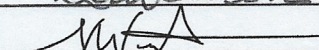
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			-	
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		Neil Winton		



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

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members of

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TOWN PASTORS

On accounts for the year
ended

31st March, 2024

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Signed:

Date:

15/4/24

Name:

Matthew Peek

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

MBA, CMi, ACIB

IER

Address: 15 Paget Adams Drive

Dereham

NR20 3SA

Section B

Disclosure

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