



# Trustees' Annual Report for the period



From	Period start date			To	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

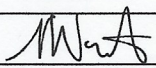

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Suffolk PCC	-	24,000	-	24,000	24,000
Payments from TP Schemes	2,080	-	-	2,080	2,086
Latitude PCC Grant	4,000	-	-	4,000	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
<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		-	2,279
	Office Equipment		-	200
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<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
	 	Neil Winton Peter Livey	6.5.2025





## 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, 2025

Charity no  
(if any) 1186112

Set out on pages

1-3

(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: 2/4/25

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.



**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 deprecation 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.