



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2017		31	03	2018

## Section A Reference and administration details

**Charity name**

Samaritans of Bury St Edmunds and West Suffolk

**Other names charity is known by**

**Registered charity number (if any)**

1174114

**Charity's principal address**

5 Business Park Northgate Street

Bury St Edmunds

Suffolk

**Postcode**

IP33 1HP

### 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	G McMeechan	Trustee		
2	A Bailey	Trustee		
3	V Bewley	Trustee		
4	P Chung	Trustee		
5	J Powling	Trustee		
6	M Martin	Trustee		
7	J Turner	Trustee		
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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

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	The charity is governed by the Samaritans model Agreement for affiliated branches
How the charity is constituted (eg. trust, association, company)	Separately structured charity although the property is held by the national charity as a custodian trustee
Trustee selection methods (eg. appointed by, elected by)	Appointments by Governing Body

**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.

Trustees complete a Trustee training programme and examination

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The charity is established for the "Advancement of Health or Saving of Lives" and available to the General Public

The activities undertaken during the year were restricted to listening, SMS, emails and face to face callers service provided to callers

**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)**

**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**

During the year the charity revised the status and operating structure while continuing to provide services to the public in accordance with the charity objectives.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

The charity seeks to maintain sufficient reserves to support the expenditure profile for a six to nine months period.

**Details of any funds materially in deficit**

None

### 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.

The principal sources of income are donations, a small amount of grants and fundraising. The funds are used entirely on the provision of services and training of volunteers and it is not the intention of the charity to accrue funds for investment purposes

## Section F Other optional information

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## Section G Declaration

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>	Signed A J Bailey	Signed by G McMeechan
<b>Full name(s)</b>	Anthony Bailey	Gordon McMeechan
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Director
<b>Date</b>	02/01/2019	