



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	12	2019		30	11	2020

## Section A Reference and administration details

Charity name **Cowbridge Charter Trust cio**

Other names charity is known by

Registered charity number (if any) 1156293

Charity's principal address

Town Hall,

Cowbridge,

Vale of Glamorgan

Postcode CF71 7AD

### 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	Mr Alan Keith Crossley			
2	Mr Peter Sain ley Berry	Secretary		
3	Mr Percy Warden Robson	Treasurer		
4	Mrs Susan Mary Cox	Chair		
5	Mr Harry Trevor Hailes			
6	Mr Frederic Adrian Osborn		Co-opted 14 March 2020	Trustees under CI 13 2(a) of the Constitution
7	Mr Mathew Jones			
8	Mrs Linda Osborn			
9	Ms Carolyn Elaine McKenzie			
10				
11				
12				
13				
14				
15				
16				

17			
18			
19			
20			

**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)	Constitution dated 12.03.2014
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected under CI 13 of the Constitution

**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 consider that adequate provisions are in place for training our volunteers including safety and child protection of the public and that the insurance obtained is relevant for Trust activities.

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

Within 9 km of Cowbridge Town Hall encouraging high standards of architecture and town planning; stimulating public interest in and care for the beauty, history and character of the town and its surroundings; preservation development and improvement of features of general public amenity and of historic interest, and advancing the education of the public.

**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)**

The Trust was created as a charitable incorporated organisation to provide limited liability to its members and to take over the membership, work and assets of Cowbridge Charter Trust.

The principal project of the Trust is currently the maintenance and improvement of Old Hall Grounds and the historic Town Walls which are primarily owned by the Vale of Glamorgan Council and open to the public.

All objects of the cio are for the benefit of the public and the charity 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.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The principal project of the Trust continues to be the improvement of Old Hall Grounds which are primarily owned by the Vale of Glamorgan Council and open to the public.

The Trust's work in the Grounds is all done by the Trust's volunteers and the prestigious Green Flag Community Award was again received.

The Trust received a generous grant of £2,000 from the G.C.Gibson Trust specifically for purchases for Old Hall Grounds.

The final payments and receipts for the major project of removing the cattle sheds last year were completed and further maintenance to the Town Walls was undertaken.

Grants and gifts received for specific purposes are separately identified as restricted funds in the accounts. We are most grateful to all who make donations to the Trust.

## Section E

## Financial review

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

The Charity Trustees consider that the balance of funds held is appropriate for the continued operation of the Trust's current and future projects. The current balance is held to fund the substantial contractors' costs pending a further project relating to the Old Hall and Grounds.

### 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.

## Section F

## Other optional information

Due to the coronavirus dangers of infection the trustees have postponed the AGM until early next year.

The Trustees have approved the accounts by email.

## 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>	Sue Cox (via email)	
<b>Full name(s)</b>	Mrs Sue Cox	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	20 July 2021	

## Cowbridge Charter Trust cio

Registered Charity Number 1156293

## Receipts and Payments Account for Year to 30th November 2020

2019 PAYMENTS	2019 RECEIPTS	DETAILS	SEE NOTE	2020 PAYMENTS	2020 RECEIPTS
		<b>DONATIONS/GRANTS</b>			
	305.00	Members gifts			315.00
	305.00	Total			315.00
2.69	570.00	Membership fees			240.00
2.69	570.00			0.00	240.00
213.60		Insurance		315.26	
		<b>TOWN WALLS</b>			
	902.00	Per Vale for Maintenance	note 1	2,205.00	902.00
		<b>OLD HALL GROUNDS</b>	note 2		
57.45	307.45	Donations/Grants	SPEC		2,000.00
500.14		Sundry expenses		1,051.36	
		Equipment bought		424.46	
139,648.79	90,469.80	<b>Cowbridge OHG Project</b>	note 3		47,975.03
	50,420.99	<b>Cowbridge OHG Project Loan</b>	note 4	49,217.03	
140,419.98	142,100.24			53,213.11	50,877.03
		<b>Other expenses/income</b>			
	107.59	Gift from CCTrust	note 5		
	16,549.28	Gift from CCTrust Co. Ltd.	note 6		
	115.00	Gift Aid			183.75
	0.25	Interest on gift aid			0.62
68.75		Website fees		86.75	
45.72		Costs for AGM			
23.20		Printing etc.		45.83	
137.67	16,772.12			132.58	184.37
£140,560.34	£159,747.36	<b>Total of cash items to Capital Account</b>		<b>£53,345.69</b>	<b>£51,616.40</b>

**NOTE** Items marked "SPEC" relate to Restricted Funds, i.e. funds received for specific purposes.  
Of the £2,000 shown £1262.95 has been spent leaving £735.05 to be spent under the terms of the grant.

Capital Account

	13,346.12	<b>Balance brought down as at 1.12.2019</b>			<b>32,323.04</b>
		<b>As shown above</b>			
		Receipts			51,616.40
140,560.34	159,747.36	Payments		53,345.69	
		<b>Other Assets</b>	note 7		
		Increase/Purchases			424.46
210.10		Depreciation		206.46	
32,323.04		Balance c/d		£30,811.75	
173,093.48	173,093.48			84,363.90	84,363.90
	£32,323.04	<b>Balance c/d as at 30.11.2020</b>			<b>£30,811.75</b>

## Cowbridge Charter Trust cio

Registered Charity Number 1156293

## Statement of Assets and Liabilities as at 30th November 2020

		<b>ASSETS</b>			
31908.01		Bank Current Account	30181.57		
		Less outstanding cheques			
3.03		Cash held by Treasurer	0.18		
<u>31911.04</u>	31,911.04	<b>Total in Bank and Cash</b>	<u>30181.75</u>	<b>30,181.75</b>	
	412.00	<b>Other Assets</b>	<b>note 8</b>	<b>630.00</b>	
<u>32,323.04</u>		<b>Total</b>		<u><b>30,811.75</b></u>	
	0.00	<b>DEBTS</b>			
<u>£32,323.04</u>		<b>NET TOTAL OF ASSETS</b>		<u><b>£30,811.75</b></u>	

## NOTES TO THE ACCOUNTS

## note 1

	902.00	<b>TOWN WALLS MAINTENANCE</b>			
	902.00	Brought forward @ 1.12.2019			1,804.00
		Instalment from Vale of Glamorgan			902.00
		Cost of maintenance	2,205.00		
1804.00		Balance carried forward	501.00		
<u>£1,804.00</u>	<u>£1,804.00</u>		<u>£2,706.00</u>	<u>£2,706.00</u>	

NB the balance held for Town Walls maintenance was used in December 2020.

## note 2

	142.88	<b>OLD HALL GROUNDS ACCOUNT</b>			
		Brought forward @ 1.12.2019			642.74
		Grant from the G.C.Gibson Trust			2000.00
57.45	307.45	Donation			
500.14		Sundry expenses	1,051.36		
		Equipment bought	424.46		
	750.00	Trust Funds allocated			
		Specific Funds carried forward	798.15		
£642.74		Balance carried forward	£368.77		
<u>£1,200.33</u>	<u>£1,200.33</u>		<u>£2,642.74</u>	<u>£2,642.74</u>	

## notes 3 &amp; 4

## Cowbridge OHG Project

This project was led by trustee Matt Jones whose firm Vale Consultancy charged a fee for their services. Vale Consultancy also provided interest free loans to the Trust as the Trust had to pay the contractors for removing the cattle sheds and the temporary car park. The loans were repaid out of grants received. The Trustees considered the fees and loans fully in accordance with recommended practice by the Charity Commission and decided that the cost represented the best value for the Trust.

## Project payments and receipts as shown on Page 1

		Brought forward @ 1.12.2019			1,242.00
139648.79	90469.80	Grants received	note 3		47,975.03
	50420.99	Cowbridge OHG Project Loan	note 4	49,217.03	
1242.00		Balance carried forward			
<u>£140,890.79</u>	<u>£140,890.79</u>			<u>£49,217.03</u>	<u>£49,217.03</u>

## notes 5 &amp; 6

Cowbridge Charter Trust  
Cowbridge Charter Trust Ltd.

The assets of Cowbridge Charter Trust and the Limited Company have been given to the cio as both organisations were no longer required and were closed in 2019..



**Tools etc re Old Hall Gardens**

<b>note 7</b>	Value of equipment @ 30.11.2019	412.00
	Purchases	424.46
		<u>836.46</u>
	Depreciation	206.46
	Estimated value of equipment @ 30.11.2020	<u><u>£630.00</u></u>

**note 8****Other Assets**

"Other Assets" comprise gardening tools and equipment used in OldHall Gardens AND the small "cow" installed in the Walls.

**Restricted & Reserved Funds at 30.11.20**

	<u>Reserved Funds</u>	
642.74	Old Hall Grounds balance as shown in Note 2	368.77
	<u>Restricted Funds</u>	
	Old Hall Grounds balance as in note SPEC	735.05
63.10	Waterloo Foundation for publicity	63.10
1804.00	Town Walls maintenance	501.00
<u>£2,509.84</u>	<b>Total</b>	<u><u>£1,667.92</u></u>
	NB the balance held for Town Walls maintenance was used in December 2020.	

**Trust funds available for the general objects of the cio are:**

31,911.04	Total in Bank and Cash as above	30,181.75
2,509.84	Less Restricted & Reserved Funds at 30.11.20	1,667.92
<u>£29,401.20</u>		<u><u>£28,513.83</u></u>

DATE.. 20th July 2021

Signed..... Sue Cox  
Mrs S Cox.  
Chairman

Signed..... Percy Robson  
P. W. Robson  
Hon. Treasurer



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Cowbridge Charter Trust cio

**On accounts for the year  
ended**

30<sup>th</sup> November 2020

**Charity no  
(if any)**

1156293

**Set out on pages**

1 to 3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/11/2020

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:**

29/3/2020

**Name:**

Peter Whiting

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

Chartered Accountant

**Address:**

Thaw Cottage

City

Cowbridge, CF71 7RW