



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	12	2023		30	11	2024

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	Ms Carolyn Elaine McKenzie	Chair		Members at the AGM
2	Mr Harold Owen Jones	Secretary		Members at the AGM
3	Mr Percy Warden Robson	Treasurer		Members at the AGM
4	Mr Alan Keith Crossley			Members at the AGM
5	Mrs Biga Weghoffer John			Members at the AGM
6	Mr Mathew Jones			Members at the AGM
	Mr Frederic Adrian Osborn			Members at the AGM
8	Mrs Beverly Margaret Tonkin		Resigned 20 Jan 2024	Members at the AGM
9	Mr John Russell Winter			Members at the AGM
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)

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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 by members or co-opted 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 have regard to section 6 of our Constitution:
6. Benefits and payments to charity trustees and connected persons
Where such benefit, even remotely, may occur the relevant trustee does not take part in the decision.

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 continues to be relevant for Trust activities.

A review of safety and training procedures of the volunteers was again undertaken during the year.

Training was given to volunteers regarding equipment used in Old Hall Gardens.

Section C Objectives and 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.

As at this date, July 2025,

1

Cowbridge Town Hall is in urgent need of refurbishment. Cowbridge Town Council is applying to the National Lottery for funding of some £1.5m.

The Trust has contributed £2,000 towards this project.

2

The seating area by the library in Old Hall Gardens needs replacement and better equipment storage is required. The Trust has successfully applied for a grant of £15,000 subject to the Trust committing a further £3,868 of Trust funds.

3

The trustees continue consultation with the Vale of Glamorgan Council about placemaking for Cowbridge and the redevelopment of The Old Hall. The Trust may be able to make some contribution to this much larger scheme.

Section D

Achievements and performance

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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 obtained and was again received in 2025.

Further maintenance to the Town Walls was undertaken in accordance with the agreement of and paid for by the Vale of Glamorgan Council which expires in 2029.

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 and bearing in mind the comments in Page 4 above.

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.

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)	Ms Carolyn McKenzie	
Full name(s)	Ms Carolyn McKenzie	
Position (eg Secretary, Chair, etc)	Chair	
Date	9 July 2025	

Cowbridge Charter Trust cio

Registered Charity Number 1156293

Receipts and Payments Account for Year to 30th November 2024

2023 PAYMENTS	2023 RECEIPTS	DETAILS	SEE NOTE	2024 PAYMENTS	2024 RECEIPTS
		DONATIONS/GRANTS			
	155.00	Members gifts			80.00
	155.00	Total			80.00
	350.00	Membership fees			305.00
	350.00				305.00
335.76		Cost of Insurance		408.50	
		TOWN WALLS			
5,916.00	3,744.00	Per Vale Council for Maintenance	note 1	1,500.00	1,500.00
		OLD HALL GROUNDS	note 2		
	4,450.62	Donations/Grants and income			1,380.00
1,718.74		Sundry expenses		1,886.68	
6,115.68		Purchases			
		Cowbridge OHG Project 2021			
14,086.18	8,194.62			3,795.18	2,880.00
		Other expenses/income			
	66.25	Gift Aid			
	0.66	Interest on gift aid			
		Costs of AGM			
542.54		Sundry Expenses		386.11	
542.54	66.91			386.11	0.00
14,628.72	8,766.53	Total of cash items to Capital Account		£4,181.29	£3,265.00
		Capital Account			
	38,263.05	Balance brought down as at 1.12.2023			34,165.86
		As shown above			
	8,766.53	Receipts			3,265.00
14,628.72		Payments		4,181.29	
		Other Assets			
	2,732.51	Increase/Purchases			286.25
967.51		Depreciation		601.25	
34,165.86		Balance c/d		£32,934.57	
49,762.09	49,762.09			37,717.11	37,717.11
	34,165.86	Balance c/d as at 30.11.2024			£32,934.57

Cowbridge Charter Trust cio

Statement of Assets and Liabilities as at 30th November 2024

		ASSETS		
31,551.13		Bank Current Account	30,683.62	
		Less outstanding cheques		
49.73		Cash held by Treasurer	0.95	
31,600.86	31,600.86	Total in Bank and Cash	30,684.57	30,684.57
	2,565.00	Other Assets	note 3	2,250.00
	34,165.86	Total		32,934.57
	0.00	DEBTS		0.00
34,165.86		NET TOTAL OF ASSETS		£32,934.57

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	2,256.00
	1,128.00
	2,616.00
3,300.00	
2,616.00	
84.00	
6,000.00	6,000.00

TOWN WALLS MAINTENANCE **note 1**

Brought forward @ 1.12.2023		84.00
Instalment from Vale of Glamorgan		1,500.00
From Vale of Glamorgan re gates		
Maintenance	1,500.00	
Gate refurbishment		
Balance carried forward	84.00	
	£1,584.00	£1,584.00

note 2**OLD HALL GROUNDS ACCOUNT**

	646.22
	6,706.96
	527.78
	2,443.20
1,718.74	
5,442.84	
	1,479.64
	1,190.63
5,193.48	
639.37	
12,994.43	12,994.43

Brought forward @ 1.12.2023		639.37
Specific Funds brought forward		5,193.48
COWBRIDGE GARDENING CLUB - gift		
Payments received		1,380.00
Sundry expenses	720.64	
Purchases	1,166.04	
From Vale of Glamorgan re equipment		
Trust Funds allocated		
Specific Funds carried forward	note 4	4,554.25
Balance carried forward	note 4	771.92
		£7,212.85
		£7,212.85

EQUIPMENT**note 3**

800.00
2,732.51
3,532.51
967.51
2,565.00

Value of equipment @ 30.11.23	2,565.00
Purchases	286.25
	2,851.25
Depreciation	601.25
Estimated value of equipment @ 30.11.2024	£2,250.00

note 3**Equipment**

"Equipment" comprises the projector, gardening tools and equipment used in OldHall Gardens AND the small "cow" installed in the Walls.

Restricted & Reserved Funds at 30.11.24

	<u>Reserved Funds</u>		
639.37	Old Hall Grounds balance as	shown in Note 4	771.92
	<u>Restricted Funds</u>		
5,193.48	Old Hall Grounds balance	shown in Note 4	4,554.25
70.00	General Reserve		
84.00	Town Walls maintenance		84.00
5,986.85	Total		£5,410.17

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

31,600.86	Total in Bank and Cash as Statement of Assets above	30,684.57
5,986.85	Less Restricted & Reserved Funds at 30.11.24	5,410.17
25,614.01		£25,274.40

DATE 9 July 2025

Signed Carolyn McKenzie.

Chair

Signed. P. Robson

P. W. Robson.
Hon. Treasurer