

**Council on Training in Architectural
Conservation**

**Report and Unaudited Financial
Statements**

31 March 2025

Council on Training in Architectural Conservation

Reference and administrative details

For the year ended 31 March 2025

Charity number	1162750
Registered office and operational address	The Building Crafts College Kennard Road London E15 1AH
Trustees	<p>The trustees who served during the year and up to the date of this report were as follows:</p> <p>David Gundry Steven Houchin Fred Markland David McDonald Paul McMahon Michael Netter John Taylor Tim Yates</p> <p>Chair</p>
Hon. Secretary	Michael Netter
Bankers	NatWest Piccadilly and New Bond Street 63-65 Piccadilly London W1J 0AJ
Independent examiners	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD

Council on Training in Architectural Conservation

Report of the trustees

For the year ended 31 March 2025

The Trustees present their report together with the financial statements of the charity for the period ended 31 March 2025. The Trustees confirm that the report and financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from 1 January 2019).

Name of the charity

The charity is called Council on Training in Architectural Conservation, but it is well known as "COTAC".

Charitable purpose and objectives

The Trustees have had due regard to the guidance issued by the Charity Commission on public benefit when reviewing the charitable company's objectives and planning future activities.

The object of the charity is to advance the education of the public in the protection and preservation of building and structures (and their surroundings) which are of architectural or historical value, and to provide training in the arts and skills to protect and preserve such buildings and structures.

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) incorporated on 21 July 2015 (registered charity number 1162750). It was formed to convert an unincorporated charity (registered charity number 1036263, now dissolved) to CIO status.

Membership of the Council is open to all interested in furthering the purpose and who by applying for membership have indicated their agreement to accept the Duty of Members set out in the Constitution.

As required by the Constitution, one third of the Trustees retire by rotation at the AGM. New Trustees are elected from nominations put forward by the Nominations Committee.

Trustees and meetings

The Trustees in office during the year and as at the date of this report are set out on the information page.

Trustees are appreciative of the continuing and welcomed support offered to COTAC by The Building Crafts College, Stratford, London in accordance with the MoU between the organisations. The relationship between the Institute of Historic Building Conservation (IHBC) and COTAC remains in place but without a formal MoU and the trustees would once again like to thank IHBC for their extensive support for the COTAC during the year.

During the period COTAC Trustee meetings were held on 10 June 2024, 16 September 2024, 02 December 2024 in advance of the AGM which was held later on 02 December 2024, and 10 March 2025. All the meetings were held remotely using Zoom. Subsequent agreed minutes and actions were prepared and issued.

COTAC's *Annual Return and Trustees Annual Report and Accounts* for the period ending 31/03/24 was submitted to the Charity Commission on 04 December 2024.

Council on Training in Architectural Conservation

Report of the trustees

For the year ended 31 March 2025

The 5-year COTAC Corporate Plan 2019-2024, endorsed by Trustees and launched on the www.cotac.global website in January 2019, still remains the framework within which COTAC is working.

COTAC Management Group

With the continued agreement of the trustees, the Management Group has remained dormant and Project groups have been formed as and when needed. Responsibility for the direction of COTAC and the projects supported continues to lie with the Trustees.

Project Groups

Steps to Sustainability - VLE

During the year 2021-22 COTAC engaged with the National Lottery Heritage Fund (NLHG) / Social Enterprise Academy (SEA) 'Steps to Sustainability Project'. After participating in a series of workshops a proposal was made for funding to support the development of a Virtual Learning Environment (VLE) and Learning Management System (LMS). The bid was successful and a grant of £10k awarded.

The main aim of the project is to integrate the existing COTAC Insight 1 content into a Virtual Learning Environment (VLE) which allows learning to be assessed and accredited. The project started on 01 April 2022 and was due for completion in Autumn 2023. The main body of the work was finished within this time scale but the preparation of the online assessment in a format acceptable to the National Open College Network has taken much longer than expected. It is anticipated that the work will be completed in Q4 2025 and the scheme launched in Q1/Q2 2026.

Kuwait Training Project

Following an approach from the National Council for Culture Arts and Letters (NCCAL) in Kuwait to COTAC for assistance with Building Conservation Training for their employees and associated organisations in Autumn 2023, COTAC has worked in conjunction with the Building Crafts College (BCC) on a one-week pilot training course to be delivered in Kuwait for NCCAL. A visit was made to Kuwait in Q1 2025 to discuss the proposal and to visit some heritage sites, but COTAC/BCC are still awaiting a response to the proposal from the potential client.

COTAC Digital Sub-group

COTAC's Digital Sub-group was not active in 2024-2025.

Regional Studies - East Anglia

Work continued on this study with the focus on responding to potential copyright issues. In particular, the replacement of images, where required, to comply with copyright requirements. This study is now available as **COTAC Insight 4: Understanding and Appreciating the Region of East Anglia**.

The Trustees would like to record their thanks to Barry Bridgwood and Ingal Maxwell for all their work on this matter.

Edinburgh Group

The pan-professional Edinburgh Group meetings were enabled and supported by COTAC on 08 May 2024 and 06 November 2024. Both meetings were hosted online.

BIM4Heritage

COTAC make voluntary input to the re-initiation meeting of BIM4Heritage as and when required.

Council on Training in Architectural Conservation

Report of the trustees

For the year ended 31 March 2025

Annual Conference

There was no conference in 2024-25. One was planned for Spring 2025 was postponed until the launch of the VLE project. It is now anticipated that it will take place in Q2 of 2026 and will focus on both the launch of Insight 4 (East Anglia) and the VLE assessment scheme.

Formal representation

COTAC interests continued to be formally represented during the period on the following organisations and bodies:

- Architects Accredited in Building Conservation Board;
- Association for Studies in the Conservation of Historic Buildings;
- Chartered Institute of Architectural Technologists;
- Heritage Alliance Learning and Skills Advisory Group;
- Historic Environment Forum 2020 Capacity Building Group;
- Historic Environment Forum Client Demand Task Group;
- Historic Environment Scotland;
- Historic Houses Association;
- Institute of Historic Buildings Conservation Education Group;
- Royal Institute of British Architects Conservation Group;
- The Building Crafts College; and
- Wiltshire Building Preservation Trust.

Financial review

Income for the year was £2,479 compared to £2,479 for 2023-24 due to the similarity of support. Expenditure increased to £2,665 from £1,934 in 2023-24 due to greater restricted project expenditures. Restricted funds at the end of the year stand at £33,912 (2023-24: £34,652) being the HBCG funds brought forward and held to be applied solely in support of education and training in traditional building skills as well as the £10,000 grant fund from the NLHF/SEA.

Total funds held at 31 March 2025 stand at £51,033 (£51,219 in 2023-24).

Reserves policy

The Trustee's policy is to maintain a reserve of £1,000, being the estimated costs should it be necessary to wind up the charity. Based on the level of unrestricted free reserves held at the end of the year of £17,122 (2023-24: £16,567), the reserve policy is exceeded. The Trustees are mindful that it will take years for the CIO to build up unrestricted income from membership fees and other such sources to the point where core activities will become self-sustaining. In the interim, the balance of unrestricted funds will be applied to the charitable objects in accordance with the future developments of the charity, as detailed below.

Future developments

The 5-year COTAC Corporate Plan covering the period 2019-2024 was endorsed by Trustees and formally launched on the www.cotac.global website in January 2019.

With the aim of supporting and influencing the Conservation, Repair and Maintenance (CRM) industry sector, COTAC's priorities over the 2019-2024 Plan period include:

- **Education and training:** Developing, producing and promoting education and training and CPD materials through the COTAC website www.cotac.global;

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Report of the trustees

For the year ended 31 March 2025

- **Standards:** Proposing, maintaining and promoting standards for technical conservation education and training, particularly through conservation accreditation initiatives and awareness raising through its self-learning sister website www.understandingconservation.org;
- **Advocacy:** Collaborating with supporters, other organisations, voluntary bodies and agencies with interests in conservation; this with a view to influencing and promoting relevant issues, including responding to consultations;
- **Digital resources:** Maintaining and developing the Council's digital resources to ensure their relevance for the sector;
- **Publication:** Publishing relevant material online;
- **Courses:** Promoting relevant courses in the conservation of the historic environment;
- **News:** Promoting online relevant national and international information of value to the sector;
- **Events:** Resources permitting, arrange seminars and conferences along with participation in exhibitions/events relating to relevant heritage issues; and
- **Bursaries:** Resources permitting, provide small bursaries and other support for relevant studies, including reduced fee student sponsorship attendance at COTAC conferences and events.

It is hoped to develop a plan for 2025-2030 in the near future.

Statement of responsibilities of the trustees

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the net income or expenditure, of the charity for the year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Council on Training in Architectural Conservation

Report of the trustees

For the year ended 31 March 2025

Members of the charity have no liability to contribute to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Independent examiners

Godfrey Wilson Limited were re-appointed as independent examiners to the charity during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 1 December 2025 and signed on their behalf by

Tim Yates - Chairman

Independent examiner's report

To the trustees of

Council on Training in Architectural Conservation

I report to the trustees on my examination of the accounts of Council on Training in Architectural Conservation (the CIO) for the year ended 31 March 2025, which are set out on pages 8 to 15.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

Date: 01 December 2025

Jennifer Dickinson ACA

Member of the ICAEW

For and on behalf of:

Godfrey Wilson Limited

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Council on Training in Architectural Conservation

Statement of financial activities

For the year ended 31 March 2025

	Note	Restricted £	Unrestricted £	2025 Total £	2024 Total £
Income from:					
Donations	3	-	2,200	2,200	2,200
Investments		-	279	279	279
Total income		-	2,479	2,479	2,479
Expenditure on:					
Charitable activities		740	1,925	2,665	1,934
Total expenditure	4	740	1,925	2,665	1,934
Net income / (expenditure) and net movement in funds	5	(740)	554	(186)	545
Reconciliation of funds:					
Total funds brought forward		34,652	16,567	51,219	50,674
Total funds carried forward	10	<u>33,912</u>	<u>17,121</u>	<u>51,033</u>	<u>51,219</u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 10 to the accounts.

Council on Training in Architectural Conservation

Balance sheet

As at 31 March 2025

	Note	£	2025 £	2024 £
Current assets				
Cash at bank and in hand		<u>52,533</u>		<u>52,359</u>
		52,533		52,359
Liabilities				
Creditors: amounts falling due within 1 year	8	<u>1,500</u>		<u>1,140</u>
Net current assets			<u>51,033</u>	<u>51,219</u>
Net assets	9		<u>51,033</u>	<u>51,219</u>
Funds	10			
Restricted funds			33,912	34,652
Unrestricted funds				
General funds			<u>17,121</u>	<u>16,567</u>
Total charity funds			<u>51,033</u>	<u>51,219</u>

Approved by the trustees on 1 December 2025 and signed on their behalf by

Tim Yates - Chairman

Council on Training in Architectural Conservation

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies

a) Basis of preparation

Council on Training in Architectural Conservation is an charitable incorporated organisation registered in England and Wales. The registered office address is The Building Crafts College, Kennard Road, London, E15 1AH.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Council on Training in Architectural Conservation meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves of £17,121 and a cash balance held of £52,533. There are no material uncertainties about the charity's ability to continue as a going concern.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

d) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

Council on Training in Architectural Conservation

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies (continued)

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

h) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated in full to the cost of charitable activities, on the basis that any fundraising is undertaken directly.

i) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

j) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

k) Financial instruments

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

Council on Training in Architectural Conservation

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies (continued)

1) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

There are no key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements.

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2024 Total £
Income from:			
Donations	-	2,200	2,200
Investments	-	279	279
Total income	-	2,479	2,479
Expenditure on:			
Charitable activities	40	1,894	1,934
Total expenditure	40	1,894	1,934
Net income / (expenditure) and net movement in funds	(40)	585	545

3. Income from donations

	2025 Total £	2024 Total £
Donations	2,000	2,000
Donated facilities	200	200
Total income from donations	2,200	2,200

In the current and prior periods all income from donations was unrestricted.

Council on Training in Architectural Conservation

Notes to the financial statements

For the year ended 31 March 2025

4. Total expenditure

	Charitable activities £	Support and governance costs £	2025 Total £
Steps to Sustainability project	740	-	740
BIM4H / other projects	210	-	210
Management / office / administrative	255	-	255
Accountancy and independent examiner's fee	-	1,260	1,260
Rent	200	-	200
Sub-total	1,405	1,260	2,665
Allocation of support and governance costs	<u>1,260</u>	<u>(1,260)</u>	<u>-</u>
Total expenditure	<u>2,665</u>	<u>-</u>	<u>2,665</u>

Total governance costs were £1,260 (2024: £1,140)

Prior year comparative

	Charitable activities £	Support and governance costs £	2024 Total £
BIM4H / other projects	205	-	205
Management / office / administrative	349	-	349
Accountancy and independent examiner's fee	-	1,140	1,140
Rent	200	-	200
Subsistence	<u>40</u>	<u>-</u>	<u>40</u>
Sub-total	794	1,140	1,934
Allocation of support and governance costs	<u>1,140</u>	<u>(1,140)</u>	<u>-</u>
Total expenditure	<u>1,934</u>	<u>-</u>	<u>1,934</u>

Council on Training in Architectural Conservation

Notes to the financial statements

For the year ended 31 March 2025

5. Net movement in funds

This is stated after charging:

	2025 £	2024 £
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	96	232
Independent examination remuneration:		
▪ Independent examination (VAT exclusive)	<u>1,050</u>	<u>950</u>

One trustee was reimbursed £96 in this financial year (2024: £232). Trustees' reimbursed expenditure related to IT expenses.

6. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

7. Staff costs

The charity has no employees. Key management personnel comprise the trustees, who received no remuneration during the year (2024: none).

8. Creditors : amounts due within 1 year

	2025 £	2024 £
Accruals	<u>1,500</u>	<u>1,140</u>

9. Analysis of net assets between funds

	Restricted funds £	Unrestricted funds £	Total funds £
Current assets	34,152	18,381	52,533
Current liabilities	<u>(240)</u>	<u>(1,260)</u>	<u>(1,500)</u>
Net assets at 31 March 2025	<u>33,912</u>	<u>17,121</u>	<u>51,033</u>
Prior year comparative			
	Restricted funds £	Unrestricted funds £	Total funds £
Current assets	34,652	17,707	52,359
Current liabilities	<u>-</u>	<u>(1,140)</u>	<u>(1,140)</u>
Net assets at 31 March 2024	<u>34,652</u>	<u>16,567</u>	<u>51,219</u>

Council on Training in Architectural Conservation

Notes to the financial statements

For the year ended 31 March 2025

10. Movements in funds

	At 1 April 2024 £	Income £	Expenditure £	At 31 March 2025 £
Restricted funds				
Steps to Sustainability	9,648	-	(740)	8,908
Heritage Building Contractors Group	<u>25,004</u>	<u>-</u>	<u>-</u>	<u>25,004</u>
Total restricted funds	<u>34,652</u>	<u>-</u>	<u>(740)</u>	<u>33,912</u>
Unrestricted funds				
General funds	<u>16,567</u>	<u>2,479</u>	<u>(1,925)</u>	<u>17,121</u>
Total unrestricted funds	<u>16,567</u>	<u>2,479</u>	<u>(1,925)</u>	<u>17,121</u>
Total funds	<u>51,219</u>	<u>2,479</u>	<u>(2,665)</u>	<u>51,033</u>

Purposes of restricted funds

The Heritage Building Contractors Group fund is held to be applied solely in support of education and training in traditional building skills.

The Steps to Sustainability fund is held to be applied to support the development of a Virtual Learning Environment and a Learning Management System.

Prior year comparative:

	At 1 April 2023 £	Income £	Expenditure £	At 31 March 2024 £
Restricted funds				
Steps to Sustainability	9,688	-	(40)	9,648
Heritage Building Contractors Group	<u>25,004</u>	<u>-</u>	<u>-</u>	<u>25,004</u>
Total restricted funds	<u>34,692</u>	<u>-</u>	<u>(40)</u>	<u>34,652</u>
Unrestricted funds				
General funds	<u>15,982</u>	<u>2,479</u>	<u>(1,894)</u>	<u>16,567</u>
Total unrestricted funds	<u>15,982</u>	<u>2,479</u>	<u>(1,894)</u>	<u>16,567</u>
Total funds	<u>50,674</u>	<u>2,479</u>	<u>(1,934)</u>	<u>51,219</u>

11. Related party transactions

The trustees are not aware of any related party transactions in the current or prior year, other than the trustee expenses disclosed in note 6.