



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' annual report for the period:

From: 01-04-24

To: 31-3-2025

Charity name: Dinas Powys Library and Activity Centre

Charity registration number: 1169059

Company number: n/a

Objectives and activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The stated purpose of the charity in its constitution is to advance the education, social welfare, leisure and recreation time of the public in Dinas Powys and the surrounding area by operating and managing a public lending library.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Over the 9 years that the library has been run independently of the Vale of Glamorgan council, it has grown from a traditional lending library into a busy community hub. This transformation has been achieved through the creation of new facilities, services and activities.</p> <p>The core element of book lending remains, as well as library services such as photocopying, laminating, public access computers and council recycling bags and boxes. The addition of a large activity room and a café, funded by an EU grant in 2018, meant we have been able to offer a wide range of new free activities. Some of these are run by our volunteers and some instigated by the local community.</p> <p>Activities include: Weekly drop-in digital support Family history sessions Weekly craft club. Weekly Scrabble Club Monthly Book Club Weekly Wellbeing Group Weekly NHS Breast Feeding support group Weekly Wellbeing craft and support</p> <p>For children there is a twice-weekly Lego Club, plus Saturday Story Time for younger ones. Special events for children take place during the school holidays. Children from</p>

		<p>the local primary school visit regularly, with a new class enrolled as library members every year.</p> <p>The activity room is hired for classes such as Baby First Aid, yoga and seated yoga, arts and crafts and home-schooling. Local groups including the W.I., Ramblers, and the local Nature Group use the room for meetings, and income from these hires has become an important source of revenue.</p> <p>Throughout the year there is a regular programme of art and photography exhibitions by local artists and groups, curated by our volunteer arts coordinator.</p> <p>Our café has a 'bean to cup' coffee machine, with over 3000 cups of coffee made this year. We also sell a range of other drinks and snacks. As well as providing the greatest portion of our income (net income increased by 18% this year) the café is well used for socialising and meetings and has contributed greatly to the library becoming a busy, welcoming social hub.</p> <p>Other fund raising continues to be successful. Our three annual Fayres have become established and well-attended events in the village – there are plant and craft sales and children's activities in May and September, which take advantage of our outside space, and Christmas crafts in December. These events are an important source of income and foster links with groups and individuals in the community.</p> <p>24/25 was the third year we operated a Christmas card delivery scheme for Dinas Powys, and we were able to expand the delivery areas into neighbouring villages. Stamps cost only 40p and are delivered by our volunteers, raising funds and providing a useful service for residents.</p> <p>We sell a range of general cards and Christmas cards, produced from photos and artwork supplied by our volunteers, which have proved very popular. We also raffle hampers at Easter and Christmas.</p> <p>Regular donations from the 'Friends' of the Library and the monthly 100 Club draw provided further regular income.</p> <p>As an established focus for the community, we operate the Vale of Glamorgan's Period Dignity scheme which</p>
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		<p>offers free period products, and we are a collection point for the local food bank. The library is also a collection point for goods donated to Ukraine and the local hospital.</p> <p>This year we have been in discussion with Keep Wales Tidy about becoming an official 'Litter Hub', which will be launched in 25/26. Litter picking equipment will be kept at the library and made available to local groups and individuals.</p> <p>We are a dementia friendly organisation. We carry out dementia awareness training with the volunteers, provide extra helpful signage and support the weekly 'Dwelling Place' well-being sessions.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are mindful of the Charity Commission's guidance on public benefit, which informs all decisions about the management, activities and development of the library.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	<p>The library and café are staffed by approximately 70 volunteers. It is managed by five volunteer trustees, plus volunteers in the roles of library manager and two deputies, café manager and deputy, health and safety officer, data protection officer and art events co-ordinator. The library has the vital support of a part-time peripatetic Library Officer, funded by the Vale of Glamorgan.</p> <p>As well as running the day to day work of the library, volunteers also take part in fundraising events, creating publicity material and displays, putting on children's activities and maintaining the outside area. Volunteers are supported by agreed policies and procedures.</p>
Other		

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Achievements and performance

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>Our main achievement has been to maintain and develop a successful self-funded, volunteer-run, library and community hub.</p> <p>Over the past nine years the library has become a well-established and thriving part of the community, as evidenced by the continuing increase in footfall (7.5% this year), and the growing use of the activity room and the café.</p> <p>Local people of all ages have taken advantage of the opportunity to enjoy the classes, talks, and events outlined above, which contribute to their social, educational and physical well-being.</p> <p>We continue to generate sufficient income to cover our running costs. As we are not dependent on seeking revenue grants, we have more financial security and are therefore more likely to survive in, and plan for, the long term.</p> <p>This year we successfully applied to the Welsh Church Act Fund for funding to replace the remaining old free-standing bookshelves with lower, more attractive and safer units. These shelves are on wheels, so we now have the advantage of being able to create additional inside space for the fayres and other activities.</p> <p>We received £1000 from the Vale of Glamorgan's Warm Welcome scheme, which was spent on free craft workshops, equipment and an exercise session for the Well Bring group and enhancements to the outside space.</p> <p>Our 70+ volunteers are fundamental to the success of the library, and their hard work and commitment have created an inclusive, imaginative and welcoming centre. Visitors often comment on the friendly atmosphere they create. Most of the volunteers are around or past retirement age. They benefit from the opportunity to learn new skills and make new friends and support networks, while making a positive contribution to the life of their community.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Total gross income for the year shows an increase of £1191. This is due to an increase of gross income of £3472 from the café.</p> <p>Other areas of income (events, hires, general fundraising) show an overall decrease of £2281, although the three annual fayres continue to provide a key source of income, this year increasing by £503.</p> <p>In expenditure, there have been savings made in the cost of utilities and cleaning. There has been an increase of £376 in the cost of insurance, as well as admin costs. The latter is partly due to staff training in safeguarding and first aid. Café costs have increased due to a larger range of products being sold and higher stock costs. Despite this there has still been an increase in net profits of £1588.</p> <p>There is a large increase under premises and equipment costs. This is partly due to expenditure on rendering the side of the building, blocked drains, electrical repairs, a</p>
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		<p>new hand drier and repairs to the coffee machine. We have invested in gazebos to provide shelter for stallholders outside and extra folding tables to increase the number of stalls we can provide both inside and outside at the fayres. We have paid for these items without having to use funds from our reserves.</p> <p>The new low level book shelving cost £5809, mostly covered by a grant of £5000, as mentioned above.</p> <p>At the end of the year the cash reserve has increased from £47,564 to £51,117. We are mindful of the slight drop of income in some areas and are reviewing the possible causes. However, we are confident about the overall financial viability of the library and our ability to maintain it in the future.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Our reserves policy is intended to ensure the long-term sustainability of the library. We believe it is prudent and necessary to work towards holding reserves reflecting six months basic operating costs in case of unforeseen problems/emergencies, plus funds to cover the replacement of the ageing central heating boiler and major repairs to the roof. This last element has been increased to reflect the rise in building costs over the last couple of years. Our coffee machine, which is crucial to café income, was purchased in 2018 and will eventually need replacing at a cost of approximately £3500. Any excess above the stated reserve in the deposit account means it may be possible for us to provide a contribution to grant applications, which can required by funding bodies.</p>
Amount of reserves held	Para 1.22	£40,000 unrestricted.
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>We are generally very confident about the future of the library. Over the nine years we have been operating we have benefitted from a very supportive local community who attend events, buy raffle tickets, donate funds etc. The use of our space by community groups had increased to the point where it can be difficult to take on new requests.</p> <p>We have taken steps to secure our financial sustainability which means we are not</p>

		<p>dependent on public funds or grants to cover our basic overheads.</p> <p>There has understandably been a shift in grants towards organisations working with those most impacted by the cost of living increases. This has resulted in more competition for grants that would fund new or enhanced activities and equipment. Cost of living rises also affect our users, and may be reflected in the drop in casual donations.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	See 1.21 above.
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, trust deed , memorandum and articles of association etc.	Para 1.25	Constitution
How is the charity constituted? for example limited company , unincorporated association , CIO	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The five trustees at 31/3/25 are all original members of the charity and volunteered to become trustees from the initial steering committee. In appointing new trustees, the current trustees will have regard to the skills, knowledge and experience needed for the effective administration of the charity. The trustees are aware of the Commission's guidelines on this. The decision to appoint

		new trustees will be taken by a majority vote of the trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have a full range of policies covering health and safety, safeguarding, data protection, equal opportunities, privacy, volunteering and grievances. There is a well-established interview, induction and training process for all volunteers, including DBS checks.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Trustee meetings are held every three months plus extra meetings when required. Management meetings are held every 3 months following the trustee meetings. Management meetings are attended by the trustees, volunteer library manager and deputy, café manager, health and safety officer, arts co-ordinator and the part-time peripatetic library support officer (funded by the local authority), who all report to the meeting. The library manager holds regular meetings with the volunteers, in which any concerns and issues can be discussed and reported back to the management meetings. A monthly newsletter is circulated to the volunteers by the Manager. Social events are held so that volunteers from different shifts and new volunteers can meet each other.
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and administrative details

Charity name	Dinas Powys Library and Activity Centre
Other name the charity uses	DiPLAC
Registered charity number	1169059
Charity's principal address	Fairoaks, Dinas Powys, Vale of Glamorgan, CF644QU

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	Marianne Cowpe			
2	Christopher Franks	Chair		
3	Keith Hatton			
4	Clare Richardson	Treasurer		
5	Mary Templing			
6				
7				
8				
9				
10				
11				
12				
13				

Corporate trustees – names of the directors at the date the report was approved

Director name	n/a

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
	n/a

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (optional information)

DINAS POWYS LIBRARY AND ACTIVITY CENTRE TAR 2024/25

Type of
adviser

Name

Address

Name of chief executive or names of senior staff members (optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors (see separate sheet for signatures)

Signature(s)	D.C. Richardson	CP Franks
Full name(s)	Diana Clare Richardson	Christopher Paul Franks
Position (for example Secretary, Chair, etc)	Treasurer	Chair
Date	1-12-25	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
DINAS POWYS LIBRARY AND ACTIVITY CENTRE

No (if any)
1169059

CC16a

Receipts and payments accounts

For the period from	01/04/2024	To	31/03/2025
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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 £
A1 Receipts					
Donations and 'Friends'	2 694	-	-	2 694	3 172
Events and 100 Club	8 757	-	-	8 757	9 548
Sundry sales (hires, photocopying etc)	5 010	-	-	5 010	6 022
Deposit account interest	1 060	-	-	1 060	890
Grants	6 258	-	-	6 258	622
Café sales	16 877	-	-	16 877	13 405
Recycling bags	2 345	-	-	2 345	1 715
	-	-	-	-	-
Sub total (Gross income for AR)	43 001	-	-	43 001	35 374
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	43 001	-	-	43 001	35 374
A3 Payments					
Utilities	5 490	-	-	5 490	6 665
Cleaning	2 614	-	-	2 614	2 869
Admin and office	2 710	-	-	2 710	1 668
Insurance	2 224	-	-	2 224	1 848
Events and 100 Club	2 049	-	-	2 049	2 677
Premises/repairs/equipment	15 519	-	-	15 519	6 340
Recycling bags	1 940	-	-	1 940	2 474
Café costs	6 923	-	-	6 923	5 039
	-	-	-	-	-
Sub total	39 469	-	-	39 469	29 580
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	39 469	-	-	39 469	29 580
Net of receipts/(payments)	3 532	-	-	3 532	5 794
A5 Transfers between funds	21	-	-	21	-
A6 Cash funds last year end	47 564	-	-	47 564	-
Cash funds this year end	51 117	-	-	51 117	5 794

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 £
B1 Cash funds	Deposit account	45 352	-	-
	Current account	5 742	-	-
	Petty cash	21	-	-
	Total cash funds	51 115	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	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	
	Clare Richardson Christopher Franks			

DINAS POWYS LIBRARY AND ACTIVITY CENTRE ACCOUNTS 2024-25

		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Details			
			-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Details			
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Details			
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on
behalf of all the trustees

Clare Richardson

Christopher Franks

Signature	Print Name	Date of approval
<i>DC Richardson</i>	DC Richardson	1-12-25
<i>C P Franks</i>	C P FRANKS	1 12 25



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Dinas Powys Library and Activity Centre

On accounts for the year
ended

March 2025

Charity no
(if any)

1169059

Set out on pages

Page 1 only

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

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 (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

04.12.25

Name:

Barry John Hawkins

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

F.C.I.S

Address:

Catkins

8 St Teilo Close

Dinas Powys, CF644TY