

DEGANWY OUT OF SCHOOL CLUB LIMITED

England & Wales · Charity number 1108101

Details

Status Registered

Legal form Charitable company

Company number [04815885](#)

Registered 2005-02-15

Register [View on the Charity Commission register](#)

Contact

Address Deganwy Play & Learning Centre
Deganwy Primary School
Park Drive
Deganwy
Conwy
LL31 9YB

Phone 07974366141

Email DOSC2003@gmail.com

Website www.deganwyoutofschoolclub.co.uk

Activities

Objects: 3.1 TO PROMOTE THE BENEFIT OF THE INHABITANTS OF DEGANWY AND THE SURROUNDING AREA BY PROVIDING FACILITIES OR ASSISTING IN THE PROVISION OF FACILITIES FOR THE DAILY CARE, RECREATION AND EDUCATION OF CHILDREN DURING OUT OF SCHOOL HOURS AND SCHOOL HOLIDAYS;3.2 ADVANCE THE EDUCATION AND TRAINING OF PERSONS INVOLVED IN THE PROVISION OF SUCH CARE, EDUCATION AND RECREATIONAL ACTIVITIES AND FACILITIES.

Activities: Deganwy Out of School Club Limited was opened in September 2003 to provide stimulating and fun out of school hours childcare for children aged 4-15 years. The After School Club is currently registered for up to 44 children from Ysgol Deganwy and other schools in the area. The Club also runs a Holiday Club for up to 24 children.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Amateur Sport
- **Who:** Children/young People

Geography

- **Area of benefit:** DEGANWY
- Conwy

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£131,357	£130,649	-	-
2024-08-31	£140,513	£112,910	-	-
2023-08-31	£129,322	£115,621	-	-
2022-08-31	£89,653	£84,819	-	-
2021-08-31	£92,117	£82,158	-	-

Trustees

Name	Role	Appointed
Caroline Filbee	Chair	2014-04-02
Alan Whitfield		2025-10-23
Ben Vaughan-Jones		2025-10-23
Carla Harvey		2025-10-23
Geraldine Vaughan-Jones		2025-12-11
Jade Lydia Morgan		2026-02-09
Kristen Gallagher		2021-05-24
Natasha Carson		2024-07-18
Nuala Fitton		2024-02-07

DEGANWY OUT OF SCHOOL CLUB LIMITED

England & Wales - Charity number 1108101

Accounts

Deganwy Out of School Club Limited

DIRECTORS' AND TRUSTEES'

ANNUAL REPORT AND

FINANCIAL STATEMENTS

1st September 2024 – 31st August 2025

Company Number: 4815885

Charity Number 1108101

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Deganwy Out of School Club Limited

Report of the Directors / Trustees (also known as the Management Committee) for the year ended 31st August 2025

The Directors present their report and financial statements of the charity for the year ending 31st August 2025.

1. Reference and Administrative Details

Charity number:	1108101
Company number:	4815885 (incorporated 30 th June 2003)
CSSIW Registration number:	W040001003
Registered Office:	Deganwy Play and Learning Centre, Ysgol Deganwy, Park Drive, Deganwy, Conwy. LL31 9YB
Bankers:	HSBC, 60 Mostyn Street, Llandudno. LL30 2SS

2. Directors, Trustees and Company Secretary

The Club was registered with Companies House, Cardiff on the 30th of June 2003. The Club became a charity on 15th February 2005, and the Board of Directors of the charitable company became Trustees for the purposes of charity law. The Board of Directors / Trustees who have served on the Committee from 1st September 2024 until 31st August 2025 are listed below.

Ms Caroline Filbee	Chair	appointed 2 nd April 2014 and as Chair from 18 th April 2018
Mrs Angela Bowen	Treasurer	appointed 7 th December 2005 and as Treasurer 18 th April 2018
Ms Kristen Gallagher		appointed 25 th May 2021
Nuala Fitton		appointed 7 th February 2024
Teresa Frances Wootton		appointed 7 th February 2024
Ms Natasha Carson		appointed 18 th July 2024

Company Secretary

Mrs Nicola Roberts	appointed 26 th April 2011
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3. Objectives and Activities

The objects of the Charity are:

- To promote the benefits of the inhabitants of Deganwy and the surrounding area by providing facilities or assisting in the provision of facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- To advance the education and training of persons involved in the provision of such care, education and recreational activities and facilities.

The Charity's main aim is to support parents and guardians who are at work or study by providing safe, quality, affordable childcare, run by qualified professionals, on their local primary school site. The Charity seeks to make excellent quality, flexible childcare accessible to all parents using Deganwy school, to facilitate lone parents and families on low income or in need of support to be able to access work or training to improve the quality of their life.

The Club operates in the purpose built Deganwy Play and Learning Centre, which opened in January 2006. The Centre is managed by the Deganwy Play and Learning Association.

4. Structure, Governance and Management

Governing Document

Deganwy Out of School Club (DOSC) Limited is a company limited by guarantee. The company is governed by its Memorandum and Articles of Association, first adopted 16th June 2003 but replaced in its entirety by special resolution on 18th October 2004 to provide a better governing document suited to registration as a charity. The company was registered as a charity on 15th February 2005. Anyone over the age of 18 can become a member of the charity and there are currently 19 members, each of whom agree to contribute £1 in the event of the charity winding up. Membership continues to be much smaller than the number of individuals who use the childcare provided by the Club. New parents registering with the Club are provided with membership forms inside their Club Information Pack. They are informed of the benefits and of the limited liability of being a member. To further encourage parents, they are reminded of the benefits of the becoming members regularly through termly newsletters, by social media and prior to Annual General Meetings.

Under the Charity's Articles, the business of the Charity is managed by a Board of Trustees which is accountable to the members.

Recruitment and Appointment of Trustees

As set out in the Articles of Association, the Board of Trustees, including Honorary Officers, are elected annually by the members at the Annual General Meeting of the Charity and retiring members are eligible for re-election without further nomination. The number of Trustees elected cannot be less than three. If a vacancy occurs between Annual General Meetings, the Trustees have the power to co-opt a member to the Board provided that not more than one third of the Board of Trustees shall be co-opted members. All persons so co-opted shall retire at the AGM following their co-option but shall be eligible to be re-appointed. All members are invited to nominate Trustees prior to the AGM.

As the main object of the Charity is to provide facilities for the provision of out of school childcare for children aged 3-12 years, all nominees to the position of Trustee are required to sign a declaration to declare that they do not have any convictions for criminal offences against children, including any “spent convictions” under the Rehabilitation of Offenders Act 1974. No nomination would be accepted unless this declaration was signed.

Induction and Training of Trustees

New trustees have an induction meeting to brief them on their obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes and the recent financial performance of the Charity and the most recent inspection report. New Trustees are provided with appropriate literature from the Charity Commission, and they are encouraged to attend appropriate external training including the now mandatory Safeguarding training.

Organisational Structure

The Board of Trustees administer the Charity. The Board employ a Management team and Playworkers, who are responsible for the daily provision of childcare within the purpose built Deganwy Play and Learning Centre located on the site of Ysgol Deganwy. The Manager, Assistant Manager and Chair of the Committee are registered with the Care Inspectorate for Wales (CIW) as the “Responsible Individuals.” The day-to-day operation of the Club is the responsibility of the ‘Persons in Charge;’ Janet Smith (Manager) and the Sheena McCabe (Assistant Manager). The Board meet regularly to discuss all matters relating to the management of the Club. The Company Secretary and Manager meet on a weekly basis to discuss Club finances and monthly to complete the payroll. The Company Secretary, Club Manager and Treasurer meet regularly to discuss financial matters. The Staff meet once a month to discuss planning and any issues relating to the operation of the Club and its policies and procedures.

5. Related Parties

The Club is a member of national *Clybiau Plant Cymru Kids’ Clubs*. The local office of *Clybiau Plant Cymru Kids’ Clubs* (CPCCKC) and Conwy Early Years provide training and support for staff and Trustees.

6. Risk Management

The Club operates within the guidelines of the National Minimum Standards for Out of School Childcare set by the Welsh Government and is registered with the Care Inspectorate Wales (CIW). The operation of the Club is assessed regularly by CIW.

The most recent Inspection Report can be viewed on the CIW website by following this link:

<https://digital.careinspectorate.wales/directory/provider/SPROV-00001533-KXSM>

The Club regularly reviews its operational policies and procedures in line with new literature, guidance and / or training received from CIW, CPCCKC and Conwy Early Years Partnership

The Board of Trustees meet regularly to compare the predicted and actual cash flow, monitor the attendance levels and fee income versus the staff costs to manage the financial risk. Trustees assess whether fees need to be increased or grant applications made to assist with revenue costs. The Trustees and staff also assess demand for future school holidays to agree opening hours and minimise staff costs.

7. Achievements and Performance

Staff

During this year the Club employed 9 members of staff. The staff constantly work to update their qualifications and have attended courses during the year including the mandatory: Safeguarding, Health and Safety & Risk Assessment, Paediatric First Aid, Fire Safety & Manual Handling and Food Hygiene. The Club Manager and Assistant Manager have an excellent relationship with staff and parents. The staff team work very well together providing a happy and stimulating environment for the children.

Attendance

After School Club operated daily from 3pm until 6pm capping attendance at 40 places Monday to Thursday and, as staffing improved, up to 32 on Friday. During 2024-2025 attendance was 100% of full capacity at After School Club. Holiday Club attendance was particularly good mainly due to the 30hr funding, which continues to help Club remain sustainable. During the summer weeks we were able to offer up to 24 places four days a week due to staff availability.

The Club had made the decision to only open Monday to Thursday during school holidays due to lack of staffing, and this has continued. This has fortunately worked to our advantage financially and has enabled the staff to have a long weekend each week. The extra day off is appreciated by all the staff and is good for everyone's wellbeing.

Building/Environment improvements

The resurfacing of the outside sensory garden was completed and final payment for this made in September 2024.

The school adventure playground has been removed completely, the surface made safe and the children can use it for outdoor play. Deganwy school have suggested DPLA lease the adventure playground area so it can be used by DOSC and Playgroup with a view to apply for funding in the future to develop this site. The school are looking into this, but it is early in the process.

A new gate was installed at the far end of the sensory garden, the cost was shared by DPLA, DOSC and Playgroup.

Website & Facebook

We have continued to update our website www.deganwyoutofschoolclub.co.uk with information and photos. This year we started a closed Instagram group and this, along with the Facebook page, are updated daily to highlight the range of activities the children take part in and provide an easy way for the parents to be involved. All social media outlets are used to advertise and promote forthcoming events, display newsletters, and inform parents of important dates.

Annual General Meeting

There was no AGM during 2024-2025. It was pushed back due to the summer holidays and took place in September 2025. The Annual Report for 2023-2024 was presented at this meeting.

Review of Quality of Care

The Manager and Management Committee review the quality of care it provides on an ongoing basis. We consult with children, their parents, staff and committee in a number of ways.

- Suggestion box
- Daily diary

Children's Meetings

Children's meetings were held three times this year. These were facilitated by staff completing Playwork Level 2 qualifications as part of their training. Children are given the chance to contribute to the planning of activities, games, trips, visits and workshops. The Children are also asked for menu ideas to help plan snacks. The children are encouraged to run the meetings with the staff advising if and when necessary. To try to involve the younger children we have a daily 'mat chat' which consists of daily routines, staff present, snack, rules etc. Having this informal chat encourages the younger children to express their opinions and tell us about themselves. To make decision making inclusive and ensuring all the children have a voice we use simple dot voting (Thumbs up, thumbs down) along with more traditional ways of expressing views.

Children, Parent, Staff & Committee Questionnaires

Questionnaires went out in May this year using Google forms (as per action plan 2024-2025) for all but the children. Although we were disappointed with the number of responses from parents the feedback, we received was excellent. Children's questionnaires were both written for juniors and group discussion with thumbs up/thumbs down for infants. Staff and Committee questionnaires gave them the opportunity to give an anonymous honest response to how the Club is doing. Please see Appendix for a summary of questionnaire responses.

Parent/Carer Information

The Club produced parent newsletters in the Autumn, Winter, Spring and Summer. The newsletter details any changes and developments at the Club, forthcoming holiday club dates and any planned workshops. Newsletters were e-mailed to parents, posted on social media and a copy put on our notice board. There is a 'parent book' kept in the reception area, that is used to write any requests, comments and compliments the parents may have when they come to collect their children. This acted upon by the Manager and feedback given to the parent as required. The Club also has an outside information board for parents to read highlighting any changes, current staff and Committee and other relevant documents. Our outside daily chalk board detailing who is working, theme of the week, craft and snack of the day is a great success among children and parents and has received excellent feedback.

Staff

Staff meetings are held every month where the staff and manager discuss planning, evaluation, menus, funding, holidays, training, incidents, safeguarding, health & safety and other issues. This is to ensure all staff are fully up to date with all Club information. Staff receive regular supervisions and an annual appraisal. On a less formal note, staff are happy to volunteer ideas and suggestions and discuss these with the other staff, the manager and the committee as appropriate. The Manager/Assistant Manager have an open-door policy, and staff are welcome to come and chat at any time.

Committee Meetings

Committee meetings are held regularly where the manager, club secretary and committee members discuss matters concerning the running of the Club, staff issues, safeguarding, Health & Safety, finance and funding.

8. Financial Review

During the year September 2024 – August 2025 a close eye was kept on finances, attendance and staffing so that the Club continued to remain sustainable.

Income

Fees

Fee income increased to £128,776 in 2024-2025 a 3% rise on the previous year.

There were small fee increases this year; After School Club up to £13.50 and Holiday Club up to £29.00, whilst DOSC continued to benefit from the Childcare Offer for Wales. This provides parents of three- and four-year-olds with up to 30 hours of free childcare for up to 48 weeks a year.

Grants and Donations

DOSC received no grants or donations in 2024 – 2025. However, there was grant expenditure of £5.5K carried over from the previous year.

Expenditure

Staff Costs

Staff costs represent the largest expenditure for the Club totalling £109,228 which is 84% of total expenditure. In year ending August 31st 2025, staff costs rose by 11% on the previous year. This was mainly due to the annual pay rise keeping just ahead of the minimum wage and the equivalent percentage increase was reflected across all staff wages.

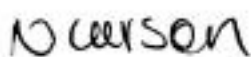
Total expenditure totalled £130,649 a 16% rise in this year.

Debtors

At the end of August 2025, the Club had £758 of outstanding fees. This is significantly less than the previous few years due to a change in the way the Childcare Offer is paid, and although it is still in arrears now it is only one week compared to a month.

9. Director's Signatures

This Director's Report was approved by the Management Committee and signed on its behalf by:



Natasha Carson
Treasurer

Date: 08.04.26



C. Filbee
Chair

Date: 31/3/26.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

DEGANWY OUT OF SCHOOL CLUB

On accounts for the year
ended

31st August 2025

Charity no
(if any)

1108101

Set out on pages

ten to thirteen (10-13)

(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 31/08/2025

Responsibilities and
basis of report

As the charity's trustees, 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 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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

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

Signed:

Date:

9th April 2026

Name:

MARY EA HOLMES

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

Finacea Director, West Wales Equality Network

Address:

21 West Place, Gwynedd, Shropshire
SY11 3NE

Deganwy Out of School Club Limited

Statement of Financial Activities (including income and expenditure) 1st September 2024 to 31st August 2025

	Note	Unrestricted funds £	Restricted funds £	Total funds 2024-2025 £	Total funds 2023-2024 £
Incoming Resources					
Voluntary Income					
Grants and donations	2	0		-	12,847
Activities for generating funds					
Fundraising		0		-	14
Miscellaneous Income					
	3	339		339	535
Investment Income					
Interest on bank accounts	4	2,243		2,243	2,057
Incoming resources from charitable activities					
Fees for childcare services	5	128,776		128,776	125,060
Total incoming resources		131,357	0	131,357	140,513
Resources Expended					
Costs of generating funds					
Fundraising outlay		0	0	0	0
Charitable Activities					
Operation of the Out of School Club	6	124,991	5,519	130,510	112,720
Governance costs		139		139	190
Total Resources expended		125,130	5,519	130,649	112,910
Net incoming resources		6,227	-5,519	708	27,603
Reconciliation of Funds					
Total funds brought forward from previous year				91,974	64,371
Total funds carried forward				92,682	91,974

Deganwy Out of School Club Limited

Balance Sheet 31st August 2025

	Notes	unrestricted fund £	restricted funds	2024-2025 total funds	2023-2024 total funds
Current assets					
Debtors	7	758		758	1,969
Cash at bank and in hand	8	91,925		91,925	90,005
Total current assets		92,682	0	92,682	91,974
Liabilities					
Deferred Income	9	0	0	0	0
Total assets less current liabilities		92,682		92,682	91,974
Total unrestricted funds		92,682	0	92,682	91,974
Total charity funds		92,682	0	92,682	91,974

For the year ended 31st August 2025 the company was entitled to exemption from audit under section 477 (2) of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for:

- Ensuring the company keeps accounting records which comply with Section 386; and
- Preparing accounts which give a true and fair view of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

Approved by the management committee and signed on its behalf by:

N Carson

Natasha Carson
Treasurer

Date: 08.04.26



C. Filbee
Chair

Date: 31/3/26

Notes forming part of the Financial Statements for the year ended 31st August 2025

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of accounting

The financial statements have been prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practices: Accounting and Reporting by Charities issued in March 2005.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted Funds are subject to controls on their expenditure imposed by the donor or grant funding body.

2. Voluntary Income: Grants received

The charity received a start-up grant of £25,200 in 2003 from the Lottery New Opportunities Fund. This grant was facilitated through Clybiau Plant Cymru.

The Club received no grants or donations in this year.

3. Miscellaneous income

This year miscellaneous income £339 comprised of payments for staff contributions to the Christmas party.

4. Investment Income

Most of the funds for Club are held in savings accounts which this year earned £2,243 interest. This investment is contingency against unexpected circumstances or closure of the Club. Deganwy Out of School Club has a Reserves Policy which is updated annually in September, with a new calculation that is sufficient to pay redundancy, wages, rent and all other running costs for a minimum of three months. The amount held in savings in August 2025 was £81,026 and this would more than cover the costs calculated in the Reserves Policy.

5. Fees

The Club received £128,776 in fees for providing childcare services in 2024 - 2025.

6. Charitable activities

Expenditure is reported as total expenditure including unrestricted and restricted.

Staff costs

	2024-2025 £	2023-2024 £
Salaries and wages	109,228	98,640
Social Security costs (Employer's National Insurance contributions)	0	0
<i>Total</i>	109,228	98,640

Expenditure

	2024-2025	2023-2024
	£	£
Staff Costs (see above)	109,228	98,640
Insurance	828	809
Food & Expendables	1,952	2,123
Rent	6,462	5,744
Administration Expenses	2,894	1,091
Activity Costs	1,142	783
Trips & workshops	250	0
Miscellaneous (inc. memberships)	812	848
DBS	306	99
Bad debt written off 1 st September	101	250
Staff Training	230	261
Staff Uniform	177	145
Travelling costs	168	177
Equipment / Building Expenditure	5,959	1,750
Total	130,509	112,720

7. Debtors

	£
Debtors on 31 August 2024	1,969
Income due for the year	128,776
Less cash paid	-129,886
Less bad debt written off 1/9/24	-101
Donations 1/9/24	0
Balance at 31 August 2025	758

8. Cash at Bank

On 31st August 2025, the current account balance was £10,899, and the deposit account balance was £81,026

9. Deferred Income 2024 - 2025

The Club had no deferred income this year.

DEGANWY OUT OF SCHOOL CLUB LIMITED

England & Wales - Charity number 1108101

Accounts

Deganwy Out of School Club Limited

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Ms Carol Stanley		appointed 18 th April 2018 resigned at AGM 18 th July 2024
Ms Leah Victoria		appointed 18 th April 2018 resigned 20 th May 2024
Ms Kristen Gallagher		appointed 25 th May 2021
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6. Risk Management

The Club operates within the guidelines of the National Minimum Standards for Out of School Childcare set by the Welsh Assembly Government and is registered with the Care Inspectorate Wales (CIW). The operation of the Club is assessed regularly by CIW.

The most recent Inspection Report can be viewed on the CIW website by following this link:

<https://digital.careinspectorate.wales/directory/provider/SPROV-00001533-KXSM>

The Club regularly reviews its operational policies and procedures in line with new literature, guidance and / or training received from CIW, CPCCKC and Conwy Early Years Partnership

The Board of Trustees meet monthly to compare the predicted and actual cash flow, monitor the attendance levels and fee income versus the staff costs to manage the financial risk. Trustees assess whether fees need to be increased or grant applications made to assist with revenue costs. The Trustees and staff also assess demand for future school holidays to agree opening hours and minimise staff costs.

7. Achievements and Performance

Staff

During this year the Club employed 9 members of staff. The staff constantly work to update their qualifications and have attended several courses during the year including: Safeguarding, Health and Safety, Paediatric First Aid, Fire Safety, Manual Handling and Risk Assessment. The Club Manager and Assistant Manager have an excellent relationship with staff and parents. The staff team work very well together providing a happy and stimulating environment for the children.

Attendance

After School Club operated daily from 3pm until 6pm capping attendance at 40 places Monday to Thursday and 24 on Friday. During 2023-2024 attendance was 100% of full capacity at After School Club. Holiday Club attendance was very good mainly due to the 30hr funding, which continues to help Holiday Club remain open. We continued to only open Monday to Thursday with nearly full attendance each week. During the summer weeks we were able to offer up to 24 places three days a week due to staff availability.

The Club has made the decision to only open Monday to Thursday during school holidays due to lack of staffing. This has fortunately worked to our advantage financially and has enabled the staff to have a long weekend each week. This is appreciated by all the staff and good for everyone's wellbeing.

Building/Environment improvements

DOSC received Small Grants funding to make parts of the outside area safe and to install a raised level area for play adjacent to the sheds. The funding was also used to make the sensory garden more accessible with a paved path incorporating hopscotch and artificial grass replaced the stone chippings.

The Small Grants also provided funding to enable us to purchase a robust and a mini scooter for outside play for the children.

Website & Facebook

We have continued to update our website www.deganwyoutofschoolclub.co.uk with information and photos. The Facebook page is used daily to highlight the range of activities the children take part in and is an easy way for the parents to be involved. Both are used to advertise and promote forthcoming events, display newsletters and inform parents of important dates.

Annual General Meeting

The Annual General Meeting was held this year on the 18th July 2024 (later than planned due to illness) at the Deganwy Play and Learning Centre. The Annual Report for 2022-2023 was presented at this meeting. As required by our Articles of Association all Members, Trustees and parents were invited. Disappointingly the meeting was only attended by the current and prospective Trustees, and Club staff.

Review of Quality of Care

The Manager and Management Committee review the quality of care it provides on an ongoing basis. It does this in several ways:

Children's Meetings

Children's meetings are held three times a year. Children are given the chance to contribute to the planning of activities, games, trips, workshops and offer menu ideas to help plan snacks. The children are encouraged to run the meetings with the staff advising if necessary.

Children, Parent, Staff & Committee Questionnaires

Questionnaires went out in June this year using Google forms for all but the children. The responses from parents were excellent but we were disappointed that only 17 were completed. Children's questionnaires were written for juniors and group discussion with thumbs up thumbs down for infants. Staff and Committee questionnaires gave them the opportunity to give an honest response to how the Club is doing.

Parent/Carer Information

The Club produced parent newsletters in the Autumn, Winter, Spring and Summer. The newsletter details any changes and developments at the Club, forthcoming holiday club dates and any planned workshops. Newsletters were e-mailed to parents and copies displayed on our notice board. The Club also has a notice board for parents to read regarding any changes. Our outside daily chalk board detailing who is working, theme of the week, craft and snack of the day was a great success and has received excellent feedback.

Staff

Staff meetings are held every month where the staff and manager discuss planning, evaluation, menus, funding, holidays, training, incidents, safeguarding, health & safety and other issues that have come to light over the previous month. Staff receive regular supervisions and an annual appraisal. On a less formal note, staff are happy to volunteer ideas and suggestions and discuss these with the other staff, the manager and the committee as appropriate.

Committee Meetings

Committee meetings are held regularly where the manager, club secretary and committee members discuss matters concerning the running of the Club, staff issues, safeguarding, Health & Safety, finance and funding.

8. Financial Review

During the year September 2023 – August 2024 a very close eye was kept on finances, attendance and staffing so that the Club continued to remain sustainable. Financially it was an excellent year with total income exceeding £140k for the first time in the Club's history.

Income

Fees

Fee income increased to £125,060 in 2023-2024 a 18.4% rise on the previous year.

There were no fee increases this year, so fee income was solely due to increased attendance and DOSC continue to benefit from the Childcare Offer for Wales. This provides parents of three- and four-year-olds with up to 30 hours of free childcare for up to 48 weeks a year.

Grants and Donations

Donations were £86 for 2023 – 2024.

Grant income was £ 12,761. Grants received were all restricted funds and had to be spent on specific items or wages. This included £5924 in July 2024 from Conwy Council Small Grants and a total of £6837 during the year from Helping Hands to provide one to one for a child.

Expenditure

Staff Costs

Staff costs represent the largest expenditure for the Club totalling £98,640 which is 87% of total expenditure. In year ending August 31st 2024, staff costs rose by 17% on the previous year. This was mainly due to the annual rise in the minimum wage and the equivalent percentage increase was reflected across all staff wages.

Total expenditure (£112,910) was slightly less this year as there was a significant fall in the amount of grants available.

Debtors

At the end of August 2024, the Club had £1,969 of outstanding fees. This is significantly less than the previous few years due to a change in the way the Childcare Offer is paid and although it is still in arrears now it is only one week compared to a month.

9. Director's Signatures

This Director's Report was approved by the Management Committee and signed on its behalf by:



Angela Bowen

Treasurer

Date: 22.01.25



Caroline Filbee

Chair

Date: 22.01.25



**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

Charity Name
Deganwy Out of School Club

On accounts for the year
ended

31st August 2024

Charity no
(if any)

1108101

Set out on pages

ten to thirteen (10 – 13)

(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 31/08/2024.

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: 01.04.25

Name: Mary E A Holmes

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

Financial Director
North Wales Regional Equality Network

Address:

21 West Place, Gobowen , Oswestry , Shropshire SY113NR

Deganwy Out of School Club Limited

Statement of Financial Activities (including income and expenditure) 1st September 2023 to 31st August 2024

	Note	Unrestricted funds £	Restricted funds £	Total funds 2023-2024 £	Total funds 2022-2023 £
Incoming Resources					
Voluntary Income					
Grants and donations	2	86	12,761	12,847	22,478
Activities for generating funds					
Fundraising		14	0	14	15
Miscellaneous Income					
	3	535	0	535	184
Investment Income					
Interest on bank accounts	4	2057	0	2,057	1001
Incoming resources from charitable activities					
Fees for childcare services	5	125,060	0	125,060	105,644
Total incoming resources		127,752	12,761	140,513	129,322
Resources Expended					
Costs of generating funds					
Fundraising outlay		0	0	0	0
Charitable Activities					
Operation of the Out of School Club	6	105,883	6,837	112,720	115,262
Governance costs		190	0	190	359
Total Resources expended		106,073	6,837	112,910	115,621
Net incoming resources		21,679	5,924	27,603	13,701
Reconciliation of Funds					
Total funds brought forward from previous year				64,371	50,670
Total funds carried forward				91,974	64,371

Deganwy Out of School Club Limited

Balance Sheet 31st August 2024

	Notes	unrestricted fund £	restricted funds £	2023-2024 total funds	2022-2023 total funds
Current assets					
Debtors	7	1,969	0	1,969	8,758
Cash at bank and in hand	8	84,081	5,924	90,005	55,613
Total current assets		86,050	5,924	91,974	64,371
Liabilities					
Deferred Income	9	0	0	0	0
Total assets less current liabilities		86,050	5,924	91,974	64,371
Total unrestricted funds		86,050	5,924	91,974	64,371
Total charity funds		86,050	5,924	91,974	64,371

For the year ended 31st August 2023 the company was entitled to exemption from audit under section 477 (2) of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for:

- i. Ensuring the company keeps accounting records which comply with Section 386; and
- ii. Preparing accounts which give a true and fair view of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

Approved by the management committee and signed on its behalf by:



Angela Bowen
Treasurer
Date: 22.01.25



C. Filbee
Chair
Date: 22.01.25

Notes forming part of the Financial Statements for the year ended 31st August 2024

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of accounting

The financial statements have been prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practices: Accounting and Reporting by Charities issued in March 2005.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted Funds are subjected to restrictions on their expenditure imposed by the donor or grant funding body.

2. Voluntary Income: Grants received

The charity received a start-up grant of £25,200 in 2003 from the Lottery New Opportunities Fund. This grant was facilitated through Clybiau Plant Cymru.

The Club received grants totalling £12,761 and donations to the value of £86.00 in 2023 - 2024.

3. Miscellaneous income

This year miscellaneous income (£535) comprised of payments of £355 for staff contributions to the Christmas party and £180 for a membership refund.

4. Investment Income

Much of funds for the Club are now held in savings accounts which this year earned £ 2057 interest. This investment is contingency against unexpected circumstances or closure of the Club. Deganwy Out of School Club has a Reserves Policy which is updated annually in September, with a new calculation that is sufficient to pay redundancy, wages, rent and all other running costs for a minimum of three months. The amount held in savings in August 2024 was £90,005 and this would more than cover the costs calculated in the Reserves Policy.

5. Fees

The Club received £125,060 in fees for providing childcare services in 2023 - 2024.

6. Charitable activities

Expenditure is reported as total expenditure including unrestricted and restricted.

Staff costs

	2023-2024 £	2022-2023 £
Salaries and wages	98,640	84,152
Social Security costs (Employer's National Insurance contributions)	0	0
<i>Total</i>	98,640	84,152

Expenditure

	2023-2024	2022-2023
	£	£
Staff Costs (see above)	98,640	84,152
Insurance	809	678
Food & Expendables	2,123	1,811
Rent	5,744	5,811
Administration Expenses	1,091	735
Activity Costs	783	890
Trips & workshops	0	89
Advertising	0	0
Miscellaneous (inc memberships)	848	770
DBS	99	269
Bad debt written off 1 st September	250	455
Staff Training	261	311
Staff Uniform	145	89
Travelling costs	177	135
Equipment / Building Expenditure	1,750	19,067
Total	112,720	115,262

7. Debtors

	£
Debtors as at 31 August 2023	8,758
Income due for the year	125,060
Less cash paid	-131,666
Less bad debt written off 1/9/23	-250
Donations 1/9/23	67
Balance at 31 August 2024	1,969

8. Cash at Bank

On 31st August 2024, the current account balance was £19,222 and the deposit account balance was £70,783.

9. Deferred Income 2023 - 2024

The Club had no deferred income this year.

DEGANWY OUT OF SCHOOL CLUB LIMITED

England & Wales - Charity number 1108101

Accounts

Deganwy Out of School Club Limited

DIRECTORS' AND TRUSTEES'

ANNUAL REPORT AND

FINANCIAL STATEMENTS

1st September 2022 – 31st August 2023

Company Number: 4815885

Charity Number 1108101

Contents

Directors' Signatures	8
Independent Examiner's Report	9
Financial Statement	10
Balance Sheet + Directors' Signatures	11
Notes to Accompany Financial Statement	12

Deganwy Out of School Club Limited

Report of the Directors/Trustees (also known as the Management Committee) for the year ended 31st August 2023

The Directors present their report and financial statements of the charity for the year ending 31st August 2023.

1. Reference and Administrative Details

Charity number:	1108101
Company number:	4815885 (incorporated 30 th June 2003)
CSSIW Registration number:	W040001003
Registered Office:	Deganwy Play and Learning Centre, Ysgol Deganwy, Park Drive, Deganwy, Conwy. LL31 9YB
Bankers:	HSBC, 60 Mostyn Street, Llandudno. LL30 2SS

2. Directors, Trustees and Company Secretary

The Club was registered with Companies House, Cardiff on the 30th June 2003. The Club became a charity on 15th February 2005 and the Board of Directors of the charitable company became Trustees for the purposes of charity law. The Board of Directors / Trustees who have served on the Committee from 1st September 2021 until 31st August 2022 are listed below.

Ms Caroline Filbee	Chair	appointed 2 nd April 2014 and as Chair from 18 th April 2018
Mrs Angela Bowen	Treasurer	appointed 7 th December 2005 and as Treasurer 18 th April 2018
Ms Carol Stanley		appointed 18 th April 2018
Ms Leah Victoria		appointed 18 th April 2018
Ms Kristen Gallagher		appointed 25 th May 2021

Company Secretary

Mrs Nicola Roberts	appointed 26 th April 2011
--------------------	---------------------------------------

3. Objectives and Activities

The objects of the Charity are

- To promote the benefits of the inhabitants of Deganwy and the surrounding area by providing facilities or assisting in the provision of facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- To advance the education and training of persons involved in the provision of such care, education and recreational activities and facilities.

The Charity's main aim is to support parents and guardians who are at work or study by providing safe, quality, affordable childcare, run by qualified professionals, on their local primary school site. The Charity seeks to make good quality, flexible childcare accessible to all parents using primarily Deganwy school, to facilitate lone parents and families on low income or in need of support to be able to access work or training to improve the quality of their life.

The Club operates in the purpose built Deganwy Play and Learning Centre, which was opened in January 2006. The Centre is managed by the Deganwy Play and Learning Association.

4. Structure, Governance and Management

Governing Document

Deganwy Out of School Club (DOSC) Limited is a company limited by guarantee. The company is governed by its Memorandum and Articles of Association, first adopted 16th June 2003 but replaced in its entirety by special resolution on 18th October 2004 in order to provide a better governing document suited to registration as a charity. The company was registered as a charity on 15th February 2005. Anyone over the age of 18 can become a member of the charity and there are currently 14 members, each of whom agree to contribute £1 in the event of the charity winding up. Membership is currently much smaller than the number of individuals who use the childcare provided by the Club. New parents registering with the Club are provided with membership forms inside their Club Information Pack. They are informed of the benefits and of the limited liability of being a member. To further encourage parents, they are reminded of the benefits of the becoming members regularly through termly newsletters', by social media and prior to AGM's.

Under the Charity's Articles, the business of the Charity is managed by a Board of Trustees which is accountable to the members.

Recruitment and Appointment of Trustees

As set out in the Articles of Association, the Board of Trustees, including Honorary Officers, are elected annually by the members at the Annual General Meeting of the Charity and retiring members are eligible for re-election without further nomination. The number of Trustees elected cannot be less than three. If a vacancy occurs between Annual General Meetings, the Trustees have the power to co-opt a member to the Board provided that not more than one third of the Board of Trustees shall be co-opted members. All persons so co-opted shall retire at the AGM following their co-option but shall be eligible to be re-appointed. All members are circulated with invitations to nominate Trustees prior to the AGM.

As the main object of the Charity is to provide facilities for the provision of out of school childcare for children aged 3-12 years, all nominees to the position of Trustee are required to sign a declaration to declare that they do not have any convictions for criminal offences against children, including any "spent convictions" under the Rehabilitation of Offenders Act 1974. No nomination would be accepted unless this declaration was signed.

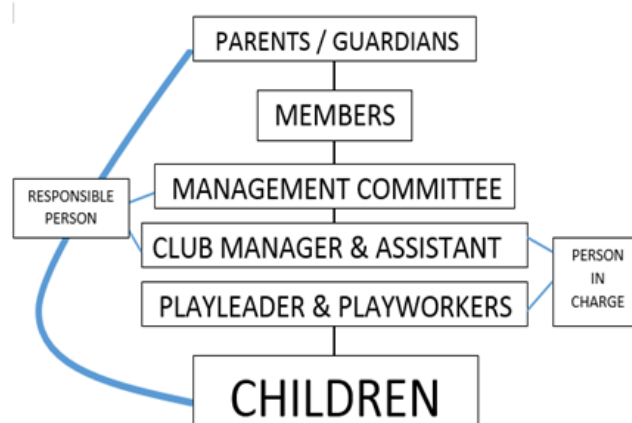
Induction and Training of Trustees

New trustees have an induction meeting to brief them on their obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes and the recent financial performance of the Charity and the most recent

inspection report. New Trustees will be provided with appropriate literature from the Charity Commission and they will be encouraged to attend appropriate external training events.

Organisational Structure (see diagram)

The Board of Trustees administer the Charity. The Board employ a Management team and Playworkers, who are responsible for the daily provision of childcare within the purpose built Deganwy Play and Learning Centre located on the site of Ysgol Deganwy. The Manager, Assistant Manager and Chair of the Committee are registered with the Care Inspectorate for Wales (CIW) as the “Responsible Individuals” (RI). The day to day operation of the Club is the responsibility of the ‘Persons in Charge’; Janet Smith (Manager) and the Sheena McCabe (Assistant Manager). The Board meets once a month to discuss all matters relating to the management of the Club. The Company Secretary and Manager meet on a weekly basis to discuss Club finances and monthly to complete the payroll. The Company Secretary, Club Manager and Treasurer meet regularly to discuss financial matters. The Staff meet once a month to discuss planning and any issues relating to the operation of the Club and its policies and procedures.



5. Related Parties

The Club is a member of national *Clybiau Plant Cymru Kids' Clubs*. The local office of *Clybiau Plant Cymru Kids' Clubs* (CPCKC) and Conwy Early Years Development and Childcare Partnership provide training for staff and Trustees in all aspects of the provision of out of school childcare and play opportunities.

6. Risk Management

The Club operates within the guidelines of the National Minimum Standards for Out of School Childcare set by the Welsh Assembly Government and is registered with the Care Inspectorate Wales (CIW). The operation of the Club is assessed regularly by CIW.

The most recent Inspection Report can be viewed on the CIW website:

<https://careinspectorate.wales/deganwy-out-school-club>

The Club regularly reviews its operational policies and procedures in line with new literature, guidance and / or training received from CIW, CPCKC and Conwy Early Years Partnership

Trustees meet monthly to compare the predicted and actual cash flow, monitor the attendance levels and fee income versus the staff costs in order to manage the financial risk. Trustees assess whether fees need to be increased or grant applications made to assist with revenue costs. The Board and staff also assess demand for future school holidays in order to agree opening hours and minimise staff costs.

7. Achievements and Performance

Staff

During this year the Club employed 8 members of staff. The staff constantly work to update their qualifications and have attended several courses during the year including: Safeguarding, Health and Safety, Paediatric First Aid, Fire Safety, Manual Handling and Risk Assessment. The Club Manager and Assistant Manager have an excellent relationship with staff and parents. The staff work very well together providing a happy and stimulating environment for the children.

Attendance

After the disruption of the Covid pandemic attendance had begun to pick up during 2021-2022 and this continued in 2022-2023. After School Club operated daily from 3pm until 6pm capping attendance at 32 places Monday to Thursday and 24 on Friday. Attendance at After School Club has gradually increased during the year averaging 95% of capacity. Holiday Club attendance was good because of the 30hr funding, without this funding DOSC would have struggled to open. We continued to only open Monday to Thursday (except during the New Year week) with nearly full attendance each week. During the summer weeks we were able to offer up to 24 places two days a week due to staff availability.

Building/Environment improvements

DOSC received Small Grants funding to level and re-turf the outside area, purchase and erect sheds for both DOSC and Playgroup on a newly levelled slabbed area and incorporate a safe space for play, ride on cars and football, and maintain the sensory garden.

The Small Grants also provided funding for both the girls and the boys toilet walls to be clad and painted, a new sofa, outside heater, office chair, multipurpose step ladder, recycled bench and freezer.

Website & Facebook

Our website www.deganwyoutofschoolclub.co.uk is regularly updated with information and photos. The Facebook page is used daily to highlight the range of activities the children take part in and is an easy way for the parents to be involved. Both are used to advertise and promote forthcoming events, display newsletters and inform parents of important dates.

Annual General Meeting

The Annual General Meeting was held this year on the 21st June 2023 at the Deganwy Play and Learning Centre. As required by our Articles of Association all Members, Trustees and parents were invited. Disappointingly the meeting was only attended by the Trustees and Club staff. The Annual Report for 2021-2022 was presented at this meeting.

Review of Quality of Care

The Manager and Management Committee review the quality of care it provides on an ongoing basis. It does this in several ways:

Children's Meetings

Children's meetings are held twice a year. Children are given the chance to contribute to the planning of activities, games, trips and visitors and workshops. The Children are also asked for menu ideas to help plan snacks. The children are encouraged to run the meetings with the staff advising if and when necessary. The children's committee continues to allow the children have a voice.

Children, Parent, Staff & Committee Questionnaires

Questionnaires went out in June this year using Google forms for all but the children. The response from the parents was very good with 23 completed. Children's questionnaires were both written for juniors and group discussion with thumbs up thumbs down for infants. Staff and Committee questionnaires gave them the opportunity to give an honest response to how the Club is doing. Please see Appendix for a summary of questionnaire responses.

Parent/Carer Information

The Club produced parent newsletters in the Autumn, Winter, Spring and Summer. The newsletter details any changes and developments at the Club, forthcoming holiday club dates and any planned workshops. Newsletters were e-mailed to parents and a copy on our notice board outside. The Club also has a notice board for parents to read regarding any changes. Our outside daily chalk board detailing who is working, theme of the week, craft and snack of the day is a great success among children and parents and has received excellent feedback.

Staff

Staff meetings are held every month where the staff and manager discuss planning, evaluation, menus, funding, holidays, training, incidents and other issues that have come to light over the previous month. Staff receive regular supervisions and an annual appraisal. On a less formal note, staff are happy to volunteer ideas and suggestions and discuss these with the other staff, the manager and the committee as appropriate.

Committee Meetings

Committee meetings are held regularly where the manager, club secretary and committee members discuss matters concerning the running of the Club, staff issues, finance and funding.

8. Financial Review

During the year September 2022 – August 2023 Deganwy Out of School Club continued to recover from the effects of the pandemic. A very close eye was kept on finances, attendance and staffing so that the Club remained sustainable

Income

Fees

Total income increased substantially in 2022-2023 with very good fee income and more than £22k in grants during the year. Fee income was £105,643, a 34% rise on the previous year.

The small rise in the fees for After School and Holiday Club during the year and better attendance contributed to the increased fee income.

Grants and Donations

Donations were £34.00 for 2022 – 2023.

Grant income was £ 22,444. Grants received were all restricted funds and had to be spent on specific items or wages. This included; £14,765 in December 2022 and £2163 in July 2023 from Conwy Council Small Grants, Helping Hands in August £3515, a Transport For Wales Grant of £1000.00 and two Local Giving Magic Stars grants totalling £1000.

Expenditure

Staff Costs

Staff costs represent the largest expenditure for the Club totalling £84,152.00 which is 73% of total expenditure in 2022 -2023. In year ending August 31st 2023, staff costs rose by 31% on the previous year. This was due to employing more playworkers and a hefty increase in the minimum wage that was reflected across all staff wages.

Total expenditure (£115,621.00) rose by 36% this year some of which can be attributed to grant spending but the costs of food, expendables and materials have all increased.

Debtors

At the end of August 2023, the Club had £8,758 of outstanding fees as a result of the 30 hour funding paying in arrears.

9. Director's Signatures

This Director's Report was approved by the Management Committee and signed on its behalf by:

Angela Bowen

Treasurer

Date: 7/2/24

Caroline Filbee

Chair

Date: 7/2/24



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

Charity Name
Deganwy Out of School Club

On accounts for the year
ended

31st August 2023

Charity no
(if any)

1108101

Set out on pages

10 - 13 Ten to thirteen.

(Remember to add 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 **31/08/2023**.

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.

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

Signed:

Date:

18/04/2024

Name:

Mary E A Holmes

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

Financial Director
North Wales Regional Equality Network

Address:

21 West Place, Gobowen, Oswestry, Shropshire SY113NR

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Deganwy Out of School Club Limited

Statement of Financial Activities (including income and expenditure) 1st September 2022 to 31st August 2023

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022-2023 £	Total funds 2021-2022 £
Incoming Resources					
Voluntary Income					
Grants and donations	2	34	22,444	22,478	10,147
Activities for generating funds					
Fundraising		15	0	15	0
Miscellaneous Income					
	3	184	0	184	0
Investment Income					
Interest on bank accounts	4	1001	0	1,001	388
Incoming resources from charitable activities					
Fees for childcare services	5	105,644	0	105,644	79,118
Total incoming resources		106,878	22,444	129,322	89,653
Resources Expended					
Costs of generating funds					
Fundraising outlay		0	0	0	0
Charitable Activities					
Operation of the Out of School Club	6	92,818	22,444	115,262	84,562
Governance costs		359		359	257
Total Resources expended		93,177	22,444	115,621	84,819
Net incoming resources		13,701	0	13,701	4,834
Reconciliation of Funds					
Total funds brought forward from previous year				50,670	45,836
Total funds carried forward				64,371	50,670

Deganwy Out of School Club Limited

Balance Sheet as at 31st August 2023

	Note	2022-2023 £	2021-2022 £
Current assets			
Debtors	7	8,758	2,725
Cash at bank and in hand	8	55,613	47,945
Total current assets		64,371	50,670
Liabilities			
Deferred Income	9	0	0
Total assets less current liabilities		64,371	50,670
Total unrestricted funds		64,371	50,670
Total charity funds		64,371	50,670

For the year ended 31st August 2023 the company was entitled to exemption from audit under section 477 (2) of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for:

- i) Ensuring the company keeps accounting records which comply with Section 386; and
- ii) Preparing accounts which give a true and fair view of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

Approved by the management committee and signed on its behalf by:

Angela Bowen
Treasurer

Date: 7/2/24

C. Filbee
Chair

Date: 7/2/24

Notes forming part of the Financial Statements for the year ended 31st August 2023

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of accounting

The financial statements have been prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practices: Accounting and Reporting by Charities issued in March 2005.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted Funds are subjected to restrictions on their expenditure imposed by the donor or grant funding body.

2. Voluntary Income: Grants received

The charity received a start-up grant of £25,200 in 2003 from the Lottery New Opportunities Fund. This grant was facilitated through Clybiau Plant Cymru.

The Club received grants totalling £22,444 and donations to the value of £34.00 in 2022 - 2023.

3. Miscellaneous income

This year miscellaneous income comprised of payments for DBS checks from volunteers and staff £53.95, and £130.00 for staff contributions to the Christmas party.

4. Investment Income

Much of funds for the Club are now held in savings accounts which this year earned £ 1,001 interest. This investment is contingency against unexpected circumstances or closure of the Club. Deganwy Out of School Club has a Reserves Policy which is updated annually in September, with a new calculation that is sufficient to pay redundancy, wages, rent and all other running costs for three months. The amount held in savings in August 2023 was £48,721 and this was more than necessary to cover the costs calculated in the Reserves Policy, and a further improvement on the previous year.

5. Fees

The Club received £105,644 in fees for providing childcare services in 2022 - 2023.

6. Charitable activities

Expenditure is reported as total expenditure including unrestricted and restricted.

Staff costs

	2022-2023 £	2021-2022 £
Salaries and wages	84,152	64,063
Social Security costs (Employer's National Insurance contributions)	0	0
<i>Total</i>	84,152	64,063

Expenditure

	2022-2023	2021-2022
	£	£
Staff Costs (see above)	84,152	64,063
Insurance	678	701
Food & Expendables	1,811	1,358
Rent	5,811	5,973
Administration Expenses	735	754
Activity Costs	890	318
Trips & workshops	89	50
Advertising	0	0
Miscellaneous (inc memberships)	770	238
DBS	269	239
Bad debt written off 1 st September	455	37
Staff Training	311	55
Staff Uniform	89	74
Travelling costs	135	162
Equipment / Building Expenditure	19,067	10,540
Total	115,262	84,562

7. Debtors

	£
Debtors as at 31 August 2022	2,725
Income due for the year	105,644
Less cash paid	-99,190
Less bad debt written off 1/9/22	-455
Donations 1/9/22	34
Balance at 31 August 2023	8,758

8. Cash at Bank

At 31st August 2023, the current account balance was £6,892 and the deposit account balance was £48,721.

9. Deferred Income 2022 - 2023

The Club had no deferred income this year.

DEGANWY OUT OF SCHOOL CLUB LIMITED

England & Wales - Charity number 1108101

Accounts

Deganwy Out of School Club Limited

DIRECTORS' AND TRUSTEES'

ANNUAL REPORT AND

FINANCIAL STATEMENTS

1st September 2021 – 31st August 2022

Company Number: 4815885

Charity Number 1108101

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Deganwy Out of School Club Limited

Report of the Directors/Trustees (also known as the Management Committee) for the year ended 31st August 2022

The Directors present their report and financial statements of the charity for the year ending 31st August 2022.

1. Reference and Administrative Details

Charity number:	1108101
Company number:	4815885 (incorporated 30 th June 2003)
CSSIW Registration number:	W040001003
Registered Office:	Deganwy Play and Learning Centre, Ysgol Deganwy, Park Drive, Deganwy, Conwy. LL31 9YB
Bankers:	HSBC, 60 Mostyn Street, Llandudno. LL30 2SS

2. Directors, Trustees and Company Secretary

The Club was registered with Companies House, Cardiff on the 30th June 2003. The Club became a charity on 15th February 2005 and the Board of Directors of the charitable company became Trustees for the purposes of charity law. The Board of Directors / Trustees who have served on the Committee from 1st September 2021 until 31st August 2022 are listed below.

Ms Caroline Filbee	Chair	appointed 2 nd April 2014 and as Chair from 18 th April 2018
Mrs Angela Bowen	Treasurer	appointed 7 th December 2005 and as Treasurer 18 th April 2018
Ms Carol Stanley		appointed 18 th April 2018
Ms Leah Victoria		appointed 18 th April 2018
Ms Kristen Gallagher		appointed 25 th May 2021

Company Secretary

Mrs Nicola Roberts	appointed 26 th April 2011
--------------------	---------------------------------------

3. Objectives and Activities

The objects of the Charity are

- To promote the benefits of the inhabitants of Deganwy and the surrounding area by providing facilities or assisting in the provision of facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- To advance the education and training of persons involved in the provision of such care, education and recreational activities and facilities.

The Charity's main aim is to support parents and guardians who are at work or study by providing safe, quality, affordable childcare, run by qualified professionals, on their local primary school site. The Charity seeks to make good quality, flexible childcare accessible to all parents using primarily Deganwy school, to facilitate lone parents and families on low income or in need of support to be able to access work or training to improve the quality of their life.

The Club operates in the purpose built Deganwy Play and Learning Centre, which was opened in January 2006. The Centre is managed by the Deganwy Play and Learning Association.

4. Structure, Governance and Management

Governing Document

Deganwy Out of School Club (DOSC) Limited is a company limited by guarantee. The company is governed by its Memorandum and Articles of Association, first adopted 16th June 2003 but replaced in its entirety by special resolution on 18th October 2004 in order to provide a better governing document suited to registration as a charity. The company was registered as a charity on 15th February 2005. Anyone over the age of 18 can become a member of the charity and there are currently 14 members, each of whom agree to contribute £1 in the event of the charity winding up. Membership is currently much smaller than the number of individuals who use the childcare provided by the Club. New parents registering with the Club are provided with membership forms inside their Club Information Pack. They are informed of the benefits and of the limited liability of being a member. To further encourage parents, they are reminded of the benefits of the becoming members regularly through termly newsletters', by social media and prior to AGM's.

Under the Charity's Articles, the business of the Charity is managed by a Board of Trustees which is accountable to the members.

Recruitment and Appointment of Trustees

As set out in the Articles of Association, the Board of Trustees, including Honorary Officers, are elected annually by the members at the Annual General Meeting of the Charity and retiring members are eligible for re-election without further nomination. The number of Trustees elected cannot be less than three. If a vacancy occurs between Annual General Meetings, the Trustees have the power to co-opt a member to the Board provided that not more than one third of the Board of Trustees shall be co-opted members. All persons so co-opted shall retire at the AGM following their co-option but shall be eligible to be re-appointed. All members are circulated with invitations to nominate Trustees prior to the AGM.

As the main object of the Charity is to provide facilities for the provision of out of school childcare for children aged 3-12 years, all nominees to the position of Trustee are required to sign a declaration to declare that they do not have any convictions for criminal offences against children, including any "spent convictions" under the Rehabilitation of Offenders Act 1974. No nomination would be accepted unless this declaration was signed.

Induction and Training of Trustees

New trustees have an induction meeting to brief them on their obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes and the recent financial performance of the Charity and the most recent

inspection report. New Trustees will be provided with appropriate literature from the Charity Commission and they will be encouraged to attend appropriate external training events.

Organisational Structure (see diagram)

The Board of Trustees administer the Charity. The Board employ a Management team and Playworkers, who are responsible for the daily provision of childcare within the purpose built Deganwy Play and Learning Centre located on the site of Ysgol Deganwy. The Manager, Assistant Manager and Chair of the Committee are registered with the Care Inspectorate for Wales (CIW) as the "Responsible Individuals" (RI). The day to day operation of the Club is the responsibility of the 'Persons in Charge'; Janet Smith (Manager) and the Sheena McCabe (Assistant Manager). The Board meets once a month to discuss all matters relating to the management of the Club. The Company Secretary and Manager meet on a weekly basis to discuss Club finances and monthly to complete the payroll. The Company Secretary, Club Manager and Treasurer meet regularly to discuss financial matters. The Staff meet once a month to discuss planning and any issues relating to the operation of the Club and its policies and procedures.



5. Related Parties

The Club is a member of national *Clybiau Plant Cymru Kids' Clubs*. The local office of *Clybiau Plant Cymru Kids' Clubs* (CPCCKC) and Conwy Early Years Development and Childcare Partnership provide training for staff and Trustees in all aspects of the provision of out of school childcare and play opportunities.

6. Risk Management

The Club operates within the guidelines of the National Minimum Standards for Out of School Childcare set by the Welsh Assembly Government and is registered with the Care Inspectorate Wales (CIW). The operation of the Club is assessed regularly by CIW.

The most recent Inspection Report can be viewed on the CIW website:

<https://careinspectorate.wales/deganwy-out-school-club>

The Club regularly reviews its operational policies and procedures in line with new literature, guidance and / or training received from CIW, CPCCKC and Conwy Early Years Partnership

Trustees meet monthly to compare the predicted and actual cash flow, monitor the attendance levels and fee income versus the staff costs in order to manage the financial risk. Trustees assess whether fees need to be increased or grant applications made to assist with revenue costs. The Board and staff also assess demand for future school holidays in order to agree opening hours and minimise staff costs.

7. Achievements and Performance

Staff

During this year the Club employed 8 members of staff. The staff constantly work to update their qualifications and have attended several courses during the year including: Safeguarding, Health and Safety, Paediatric First Aid, Fire Safety, Manual Handling and Risk Assessment. The Club Manager and Assistant Manager have an excellent relationship with staff and parents. The staff work very well together providing a happy and stimulating environment for the children.

Attendance

The Covid-19 pandemic had severely reduced the number of children requiring childcare and Club had to adjust opening days and hours to reflect the demand for its services. Attendance has begun to pick up during 2021-2022. DOSC have made the decision to continue to run Holiday Club from 8.30 am until 5.30 pm on the days where there is sufficient demand and for most of the year not opened on Fridays. After School Club continued to operate daily from 2.45pm until 6pm but with fewer children on each day and thereby employing one less member of staff. As a result of opening only 4 days per week, attendance at Holiday Club over the summer of 2022 was 98%. Attendance at After School Club, with reduced places available (32 per day), has gradually increased during the year averaging 84% of capacity.

Building/Environment improvements

The willow structure has been cut back to make space for a gazebo but will require maintenance. Wooden storage boxes have been built under the veranda which has also been enclosed with Perspex to make this area weatherproof. The sensory garden has been maintained throughout the year. Inside the building DOSC received funding to replace the flooring in the main room, kitchen and reception.

Website & Facebook

At the beginning of the year, we had issues with the website host which have now been resolved and since then we have continued to update our website www.deganwyoutofschoolclub.co.uk with information and photos. The Facebook page is used daily to highlight the range of activities the children take part in and is an easy way for the parents to be involved. Both are used to advertise and promote forthcoming events, display newsletters and inform parents of important dates.

Annual General Meeting

The Annual General Meeting was held on 1st June 2022. It was held at the Deganwy Play and Learning Centre and was attended by parents, staff and committee. The Annual Report for 2020 - 2021 was presented at this meeting.

Review of Quality of Care

The Manager and Management Committee review the quality of care it provides on an ongoing basis. It does this in several ways:

Children's Meetings

Children's meetings are held twice a year. Children are given the chance to contribute to the planning of activities, games, trips and visitors and workshops. The Children are also asked for menu ideas to help plan snacks. The children are encouraged to run the meetings with the staff advising if and when necessary. The children's committee continues to allow the children have a voice.

Discussion Sessions

Children are given the opportunity to discuss any issues / make suggestions daily after snack.

Children, Parent, Staff & Committee Questionnaires

Questionnaires went out in June this year using Google forms for all but the children. The response from the parents was very disappointing with only 14 completed. Children's questionnaires were both written for juniors and group discussion with thumbs up thumbs down for infants.

Parent/Carer Information

The Club produced parent newsletters in the Autumn, Winter, Spring and Summer. The newsletter details any changes and developments at the Club, forthcoming holidays and outings attended. Newsletters were e-mailed to parents and a copy on our notice board outside. The Club also has a notice board for parents to read regarding any changes. This year we have introduced an outside daily chalk board detailing who is working, theme of the week, craft and snack of the day. This has received excellent feedback from parents, children and school staff.

Staff

Staff meetings are held every month where the staff and manager discuss planning, evaluation, menus, funding, holidays, training, incidents and other issues that have come to light over the previous month. Staff receive regular supervisions and an annual appraisal. On a less formal note, staff are happy to volunteer ideas and suggestions and discuss these with the other staff, the manager and committee as appropriate.

Committee Meetings

Committee meetings are held regularly where the manager, club secretary and committee members discuss matters concerning the running of the Club, staff issues, finance and funding.

Covid 19

The past two years have been very challenging for us at Club and we have strived to keep the Club sustainable and to keep jobs for all our staff. We put a lot of new procedures in place and worked hard at maintaining good practices – these have gradually been relaxed as the situation has improved. Throughout this difficult time we have endeavoured to make the Club a safe and enjoyable place for all children, parents and staff.

8. Financial Review

During the year September 2021 – August 2022 Deganwy Out of School Club began to recover from the affects of the pandemic. A very close eye was kept on finances, attendance and staffing so that the Club remained sustainable

Income

Fees

Total Income fell slightly in 2021-2022 as we had received several grants the previous year. Fee income was £79,118, a more than 30% rise - this was due to better attendance and an improving economic situation after the Covid pandemic.

There was a small rise in the fees for After School and Holiday Club in April 2022.

Grants and Donations

Donations were £140.00 for 2021 - 2022

Grant income was £10,007 this year down from £31,089 in 2020-2021. Grants received were all restricted funds and had to be spent on specific items or wages. This included £5636 from Conwy Council and Conwy Early Years to support Clubs during the pandemic, £2558 from Clybiau Plant Cymru Kids' Clubs and £1500 Educational Improvement Grant.

Expenditure

Staff Costs

Staff costs represent the largest expenditure for the Club totalling 76% of total expenditure in 2021 2022.

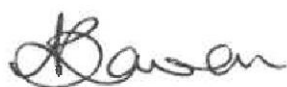
In year ending August 31st 2022, staff costs remained comparable to the previous year despite small pay rise for all the staff. Total expenditure was £2500 more than the previous year.

Debtors

At the end of August 2022, the Club had £2,725 of outstanding fees.

9. Director's Signatures

This Director's Report was approved by the Management Committee and signed on its behalf by:



Angela Bowen

Treasurer

Date: 01.12.22

Caroline Filbee



Chair

Date: 01.12.22

Deganwy Out of School Club Limited

Independent Examiner's Report for the year ended 31st August 2022

I report on the accounts for the year ended 31 August 2022 set out in pages 10 to 13.

Respective responsibilities of trustees and examiner

The Charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the Charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - a. to keep accounting records in accordance with Sections 386 and 387 of the Companies Act 2006; and
 - b. to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principals of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met, or:
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Melanie Langton-Davies ACA, FCCA
Azets

Brynford House, 21 Brynford Street, Holywell, Flintshire, CH8 7RD

2/12/2022.

Deganwy Out of School Club Limited

Statement of Financial Activities (including income and expenditure) 1st September 2021 to 31st August 2022

	Note	Unrestricted funds £	Restricted funds £	Total funds 2021-2022 £	Total funds 2020-2021 £
Incoming Resources					
Voluntary Income					
Grants and donations	2	140	10,007	10,147	32,230
Activities for generating funds					
Fundraising				0	0
Investment Income					
Interest on bank accounts	3	388		388	386
Incoming resources from charitable activities					
Fees for childcare services	4	79,118		79,118	59,501
Total incoming resources		79,646	10,007	89,653	92,117
Resources Expended					
Costs of generating funds					
Fundraising outlay		0	0	0	0
Charitable Activities					
Operation of the Out of School Club	5	74,555	10,007	84,562	81,905
Governance costs		257		257	253
Total Resources expended		74,812	10,007	84,819	82,158
Net incoming resources		4,834	0	4,834	9,959
Reconciliation of Funds					
Total funds brought forward				45,836	35,877
Total funds carried forward				50,670	45,836

Deganwy Out of School Club Limited

Balance Sheet as at 31st August 2022

	Note	2021-2022 £	2020-2021 £
Current assets			
Debtors	6	2,725	2,457
Cash at bank and in hand	7	47,945	43,379
Total current assets		50,670	45,836
Liabilities			
Deferred income	8	0	0
Total assets less current liabilities		50,670	45,836
Total unrestricted funds		50,670	45,836
Total charity funds		50,670	45,836

For the year ended 31st August 2022 the company was entitled to exemption from audit under section 477 (2) of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for:

- i) Ensuring the company keeps accounting records which comply with Section 386; and
- ii) Preparing accounts which give a true and fair view of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

Approved by the management committee and signed on its behalf by:


Angela Bowen
Treasurer
Date: 01.12.22

C. Filbee 
Chair
Date: 01.12.22

Notes forming part of the Financial Statements for the year ended 31st August 2022

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of accounting

The financial statements have been prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practices: Accounting and Reporting by Charities issued in March 2005.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted Funds are subjected to restrictions on their expenditure imposed by the donor or grant funding body.

2. Voluntary Income: Grants received

The charity received a start-up grant of £25,200 in 2003 from the Lottery New Opportunities Fund. This grant was facilitated through Clybiau Plant Cymru.

The Club received grants totalling £10,007.00 and donations to the value of £140.00 in 2021 - 2022.

3. Investment Income

Much of funds for the Club are now held in a savings account which this year earned £388.00 interest. This investment is contingency against unexpected circumstances or closure of the Club. Deganwy Out of School Club has a Reserves Policy which is updated annually in September, with a new calculation that is sufficient to pay redundancy, wages, rent and all other running costs for three months. The amount held in savings in September 2021 (£36,000) this was still less than the amount judged necessary to cover these costs (£37,940 - calculated October 2021) but a great improvement on the previous year.

4. Fees

The Club received £79,118 in fees for providing childcare services in 2021 - 2022.

5. Charitable activities

Expenditure is reported as total expenditure including unrestricted and restricted.

Staff costs

	2021-2022 £	2020-2021 £
Salaries and wages	64,063	64,285
Social Security costs (Employer's National Insurance contributions)	0	0
<i>Total</i>	64,063	64,285

Expenditure

	2021-2022	2020-2021
	£	£
Staff Costs (see above)	64,063	64,285
Insurance	701	747
Food & Expendables	1,358	938
Rent	5,973	4,923
Administration Expenses	754	813
Activity Costs	318	150
Trips & workshops	50	0
Advertising	0	0
Miscellaneous (inc memberships)	238	2,834
DBS	239	215
Bad debt written off 1 st September	37	66
Staff Training	55	67
Staff Uniform	74	0
Travelling costs	162	120
Equipment Expenditure	10,540	6,746
Total	84,562	81,905

6. Debtors

	£
Debtors as at 31 August 2021	2,457
Income due for the year	79,118
Less cash paid	-78,896
Less bad debt written off 1/9/21	-37
Donations 1/9/21	82
Balance at 31 August 2022	2,725

7. Cash at Bank

At 31st August 2022, the current account balance was £6,225 and the deposit account balance was £41,720

8. Deferred Income 2021 - 2022

The Club had no deferred income this year.

DEGANWY OUT OF SCHOOL CLUB LIMITED

England & Wales - Charity number 1108101

Accounts

Deganwy Out of School Club Limited

DIRECTORS' AND TRUSTEES'

ANNUAL REPORT AND

FINANCIAL STATEMENTS

1st September 2020 – 31st August 2021

Company Number: 4815885

Charity Number 1108101

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Deganwy Out of School Club Limited

Report of the Directors/Trustees (also known as the Management Committee) for the year ended 31st August 2021

The Directors present their report and financial statements of the charity for the year ending 31st August 2021.

1. Reference and Administrative Details

Charity number:	1108101
Company number:	4815885 (incorporated 30 th June 2003)
CSSIW Registration number:	W040001003
Registered Office:	Deganwy Play and Learning Centre, Ysgol Deganwy, Park Drive, Deganwy, Conwy. LL31 9YB
Bankers:	HSBC, 60 Mostyn Street, Llandudno. LL30 2SS

2. Directors, Trustees and Company Secretary

The Club was registered with Companies House, Cardiff on the 30th June 2003. The Club became a charity on 15th February 2005 and the Board of Directors of the charitable company became Trustees for the purposes of charity law. The Board of Directors / Trustees who have served on the Committee from 1st September 2020 until 31st August 2021 are listed below.

Ms Caroline Filbee	Chair	appointed 2 nd April 2014 and as Chair from 18 th April 2018
Mrs Angela Bowen	Treasurer	appointed 7 th December 2005 and as Treasurer 18 th April 2018
Mrs Simone Baldwin		appointed 18 th April 2018 resigned 25 th May 2021
Ms Carol Stanley		appointed 18 th April 2018
Ms Leah Victoria		appointed 18 th April 2018 (Name changed from Ms Leah Mason 18 th September 2018)
Mrs Laura Seymour		appointed 11 th November 2019 resigned 30 th September 2020
<u>Company Secretary</u>		
Mrs Nicola Roberts		appointed 26 th April 2011

3. Objectives and Activities

The objects of the Charity are

- To promote the benefits of the inhabitants of Deganwy and the surrounding area by providing facilities or assisting in the provision of facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- To advance the education and training of persons involved in the provision of such care, education and recreational activities and facilities.

The Charity's main aim is to support parents and guardians who are at work or study by providing safe, quality, affordable childcare, run by qualified professionals, on their local primary school site. The Charity seeks to make good quality, flexible childcare accessible to all parents using primarily Deganwy school, to facilitate lone parents and families on low income or in need of support to be able to access work or training to improve the quality of their life.

Deganwy out of School Club has been severely disrupted by the Covid-19 pandemic and national lockdowns. Club reopened the After School Club in September 2020 and continued to operate until the October 2020 firebreak lockdown, reopening again in November for a couple of months. In January and February 2021 the Club was once again closed with children gradually returning in March 2021. The Club provided childcare services for 68 families in the area in 2020/2021. The Club operates in the purpose built Deganwy Play and Learning Centre, which was opened in January 2006. The Centre is managed by the Deganwy Play and Learning Association.

4. Structure, Governance and Management

Governing Document

Deganwy Out of School Club Limited is a company limited by guarantee. The company is governed by its Memorandum and Articles of Association, first adopted 16th June 2003 but replaced in its entirety by special resolution on 18th October 2004 in order to provide a better governing document suited to registration as a charity. The company was registered as a charity on 15th February 2005. Anyone over the age of 18 can become a member of the charity and there are currently 20 members, each of whom agree to contribute £1 in the event of the charity winding up. Membership is currently much smaller than the number of individuals who use the childcare provided by the Club. New parents registering with the Club are provided with membership forms inside their Club Information Pack. They are informed of the benefits and of the limited liability of being a member. To further encourage parents, they are reminded of the benefits of the becoming members regularly through termly newsletters', by social media and prior to AGM's.

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As the main object of the Charity is to provide facilities for the provision of out of school childcare for children aged 3-12 years, all nominees to the position of Trustee are required to sign a declaration to declare that they do not have any convictions for criminal offences against children, including any

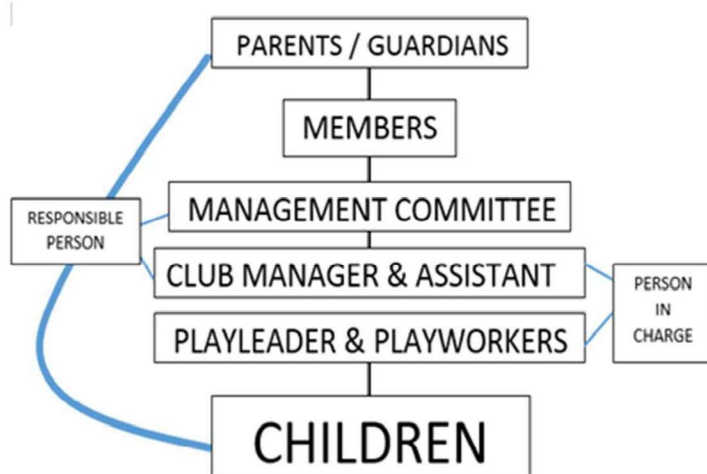
“spent convictions” under the Rehabilitation of Offenders Act 1974. No nomination would be accepted unless this declaration was signed.

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New trustees have an induction meeting to brief them on their obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes and the recent financial performance of the Charity and the most recent inspection report. New Trustees will be provided with appropriate literature from the Charity Commission and they will be encouraged to attend appropriate external training events.

Organisational Structure (see diagram)

The Board of Trustees administer the Charity. The Board employ a Management team and Playworkers, who are responsible for the daily provision of childcare within the purpose built Deganwy Play and Learning Centre located on the site of Ysgol Deganwy. The Manager, Assistant Manager and Chair of the Committee are registered with the Care Inspectorate for Wales (CIW) as the “Responsible Individuals” (RI). The day to day operation of the Club is the responsibility of the ‘Persons in Charge’; Janet Smith (Manager) and the Sheena McCabe (Assistant Manager). The Board meets once a month to discuss all matters relating to the management of the Club. The Company Secretary and Manager meet on a weekly basis to discuss Club finances and monthly to complete the payroll. The Company Secretary, Club Manager and Treasurer meet regularly to discuss financial matters. The Staff meet once a month to discuss planning and any issues relating to the operation of the Club and its policies and procedures.



5. Related Parties

The Club is a member of national *Clybiau Plant Cymru Kids' Clubs*. The local office of *Clybiau Plant Cymru Kids' Clubs* (CPCCKC) and Conwy Early Years Development and Childcare Partnership provide training for staff and Trustees in all aspects of the provision of out of school childcare and play opportunities.

6. Risk Management

The Club operates within the guidelines of the National Minimum Standards for Out of School Childcare set by the Welsh Assembly Government and is registered with the Care Inspectorate Wales (CIW). The operation of the Club is assessed regularly by CIW.

The most recent Inspection Report can be viewed on the CIW website:

<https://careinspectorate.wales/deganwy-out-school-club>

The Club regularly reviews its operational policies and procedures in line with new literature, guidance and / or training received from CIW, CPCCK and Conwy Early Years Partnership

Trustees meet monthly to compare the predicted and actual cash flow, monitor the attendance levels and fee income versus the staff costs in order to manage the financial risk. Trustees assess whether fees need to be increased or grant applications made to assist with revenue costs. The Board and staff also assess demand for future school holidays in order to agree opening hours and minimise staff costs.

7. Achievements and Performance

Staff

During this year the Club employed 10 members of staff. The staff constantly work to update their qualifications and have attended several courses during the year including: Safeguarding, Health and Safety, Paediatric First Aid, Fire Safety, Manual Handling and Risk Assessment. The Club Manager and Assistant Manager have an excellent relationship with staff and parents. The staff work very well together providing a happy and stimulating environment for the children.

Attendance

The Covid-19 pandemic has severely reduced the number of children requiring childcare and Club has had to adjust opening days and hours to reflect the demand for its services. Holiday Club operates from 8.30 am until 5.30 pm on the days where we have sufficient demand and After School Club continues to operate daily from 2.45pm until 6pm but with fewer children on each day. As a result of opening only 3 days per week, attendance at Holiday Club over the summer of 2021 was 99%. However, attendance at After School Club is very low at only 67% of capacity.

Building/Environment improvements

The building was completely repainted internally and the floors in all the toilets replaced during a week's shutdown in October 2020. The main room had a new sink and unit fitted.

Website & Facebook

This year the Club continued to update our website www.deganwyoutofschoolclub.co.uk with information and photos. The Facebook page is used daily to highlight the range of activities the children take part in and is an easy way for the parents to be involved. Both are used to advertise and promote forthcoming events, display newsletters, inform parents of important dates and were vital during the Covid pandemic keeping parents up to date.

Annual General Meeting

The Annual General Meeting was held on 24th May 2021. It was held at the Deganwy Play and Learning Centre and was attended by parents, staff and committee either socially distancing in the building or via Zoom video conferencing. The Annual Report for 2019-2020 was presented at this meeting.

Review of Quality of Care

The Manager and Management Committee review the quality of care it provides on an ongoing basis. It does this in a number of ways.

Children's Meetings

Children's meetings are held twice a year. Children are given the chance to contribute to the planning of activities, games, trips and visitors and workshops. The Children are also asked for menu ideas to help plan snacks. The children are encouraged to run the meetings with the staff advising when necessary. A children's committee was set up, so the children have a voice.

Discussion Sessions

Children are given the opportunity to discuss any issues/make suggestions daily after snack.

Children's Questionnaires

Children are given questionnaires to fill in regarding their likes and dislikes in the Club. The younger children complete these with the help of the older children or staff. A summary of the children's questionnaires can be found in the Quality Report.

Parent / Staff Questionnaire

During the summer 2020 parents and staff were given the opportunity to complete an online questionnaire to ask them for feedback on the service. The results of the Parent Questionnaires were very positive with most parents rating the service as 'excellent'. A summary of the parent and staff survey can be found in the Quality Report.

Parent/Carer Newsletter

The Club produces parent newsletters in each term. The newsletter details any changes and developments at the Club, forthcoming holidays and outings attended. The Club also has a notice board for parents to read regarding any changes.

Staff

Staff meetings are held every month where the staff and manager discuss planning, evaluation, menus, funding, holidays, training, incidents and other issues that have come to light over the previous month. During club closure and when staff are unable to attend in person these meetings are totally or partially conducted via Zoom. Staff receive regular supervisions and an annual appraisal. On a less formal note, staff are happy to volunteer ideas and suggestions and discuss these with the other staff, the manager and committee as appropriate.

Committee Meetings

Committee meetings are held regularly where the manager, club secretary and committee members discuss matters concerning the running of the Club, staff issues, finance and funding. As with staff meetings, the committee meet in person or virtually via Zoom to discuss any pressing matters and the ongoing Covid situation.

Covid 19

The past 18 months have been very challenging for us at Club and we have strived to keep the Club sustainable and to keep jobs for all our staff, even though our numbers have dropped severely due to the pandemic. We have put a lot of new procedures in place and have worked hard at maintaining good practices. A new cleaning rota to run alongside our opening and closing checks was set up and our Risk Assessment is reviewed regularly. Throughout this difficult time we have endeavoured to make the Club a safe and enjoyable place for all children, parents and staff.

8. Financial Review

The 2020-2021 was another difficult year for Deganwy Out of School Club which included a full closure for two months and partial closure for 3 weeks due to Covid-19 and the national lockdowns.

The Club relied on the Government's Coronavirus Job Retention Scheme to help meet staff costs when closed and applied for any funding available to try to remain sustainable.

Income

Fees

Total income rose by 24% in 2020-2021 and fee income was £59,501, a 3% rise on last year.

There was a small rise in the fees for After School and Holiday Club in September 2020.

Grants and Donations

Donations were £1142.00 for 2020-2021

Grant income was £31,089 this year. £13,173 was from Conwy Council and Conwy Early Years to support Clubs during the pandemic. The remainder was from the Coronavirus Job Retention Scheme (CJRS) helping Deganwy Out of School Club with up to 80% of the staff costs whilst on furlough or on flexible furlough.

Expenditure

Staff Costs

Staff costs represent the largest expenditure for the Club totalling 78% of total expenditure in 2020-2021. This was alleviated slightly by payments from the CJRS (see 'grants' above).

In year ending August 31st 2021 staff costs were reduced and total expenditure was £1500 less than the previous year.

Debtors

At the end of August 2021, the Club had £2,457 of outstanding fees.

9. Director's Signatures

This Director's Report was approved by the Management Committee and signed on its behalf by:



Angela Bowen

Treasurer

Date: 7/12/21



Caroline Filbee

Chair

Date: 7/12/21

Deganwy Out of School Club Limited

Independent Examiner's Report for the year ended 31st August 2021

I report on the accounts for the year ended 31 August 2021 set out in pages 11 to 14.

Respective responsibilities of trustees and examiner

The Charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the Charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - a. to keep accounting records in accordance with Sections 386 and 387 of the Companies Act 2006; and
 - b. to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principals of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met, or:

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Melanie Langton-Davies ACA, FCCA

Azets

Brynford House, 21 Brynford Street, Holywell, Flintshire, CH8 7RD

2/3/2022.

Deganwy Out of School Club

Statement of Financial Activities (including income and expenditure) 1st September 2020 to 31st August 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds 2020-2021 £	Total funds 2019-2020 £
Incoming Resources					
Voluntary Income					
Grants and donations	2	1142	31,089	32,230	16,032
Activities for generating funds					
Fundraising				0	62
Investment Income					
Interest on bank accounts	3	386		386	527
Incoming resources from charitable activities					
Fees for childcare services	4	59,501		59,501	57,651
Total incoming resources		61,028	31,089	92,117	74,273
Resources Expended					
Costs of generating funds					
Fundraising outlay		0	0	0	0
Charitable Activities					
Operation of the Out of School Club	5	50,816	31,089	81,905	83,474
Governance costs		253		253	253
Total Resources expended		51,069	31,089	82,158	83,727
Net incoming resources		9,959	0	9,959	-9,455
Reconciliation of Funds					
Total funds brought forward				35,877	45,332
Total funds carried forward				45,836	35,877

Deganwy Out of School Club Limited

Balance Sheet as at 31st August 2021

	Note	2020-2021 £	2019-2020 £
Current assets			
Debtors	6	2,457	-957
Cash at bank and in hand	7	43,379	36,834
Total current assets		45,836	35,877
Liabilities			
Deferred Income	8	0	0
Total assets less current liabilities		45,836	35,877
Total unrestricted funds		45,836	35,877
Total charity funds		45,836	35,877

For the year ended 31st August 2021 the company was entitled to exemption from audit under section 477 (2) of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for:

- i) Ensuring the company keeps accounting records which comply with Section 386; and
- ii) Preparing accounts which give a true and fair view of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

Approved by the management committee and signed on its behalf by:



Angela Bowen
Treasurer

Date: 7/12/21



C. Filbee
Chair

Date: 7/12/21

Notes forming part of the Financial Statements for the year ended 31st August 2021

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of accounting

The financial statements have been prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practices: Accounting and Reporting by Charities issued in March 2005.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted Funds are subjected to restrictions on their expenditure imposed by the donor or grant funding body.

2. Voluntary Income: Grants received

The charity received a start-up grant of £25,200 in 2003 from the Lottery New Opportunities Fund. This grant was facilitated through Clybiau Plant Cymru.

The Club received grants totalling £31,089 and donations to the value of £1142 in 2020-2021.

3. Investment Income

Much of funds for the Club are now held in a savings account which this year earned £527 interest. This investment is contingency against unexpected circumstances or closure of the Club. Deganwy Out of School Club has a Reserves Policy which is updated annually in September, with a new calculation that is sufficient to pay redundancy, wages, rent and all other running costs for three months. The amount held in savings in September 2020 (£30,946) was less than the amount judged necessary to cover these costs (£36,646 - calculated September 2020). The Covid pandemic lockdowns and subsequent reduction in attendance required some of these funds to be used in 2019-2020. Some of this shortfall has been recouped during 2020 / 2021.

4. Fees

The Club received £59,501 in fees for providing childcare services in 2020-2021.

5. Charitable activities

Expenditure is reported as total expenditure including unrestricted and restricted.

Staff costs

	2020-2021 £	2019-2020 £
Salaries and wages	64,285	74,357
Social Security costs (Employer's National Insurance contributions)	0	526
<i>Total</i>	64,285	74,883

Expenditure

	2020-2021	2019-2020
	£	£
Staff Costs (see above)	64,285	74,883
Insurance	747	568
Food & Expendables	938	1,514
Rent	4,923	3,041
Administration Expenses	813	935
Activity Costs	150	412
Trips & workshops	0	80
Advertising	0	0
Miscellaneous (inc memberships)	2,834	444
DBS	215	219
Bad debt written off 1 st September	66	63
Staff Training	67	184
Staff Uniform	0	202
Travelling costs	120	198
Equipment Expenditure	6,746	731
Total	81,905	83,474

6. Debtors

	£
Debtors as at 31 August 2020	-957
Income due for the year	59,501
Less cash paid	-56,156
Less bad debt written off 1/9/20	-66
Donations 1/9/20	135
Balance at 31 August 2021	2,457

7. Cash at Bank

At 31st August 2021, the current account balance was £7,047 and the deposit account balance was £36,332.

8. Deferred Income 2020 - 2021

The Club had no deferred income this year.