

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.

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

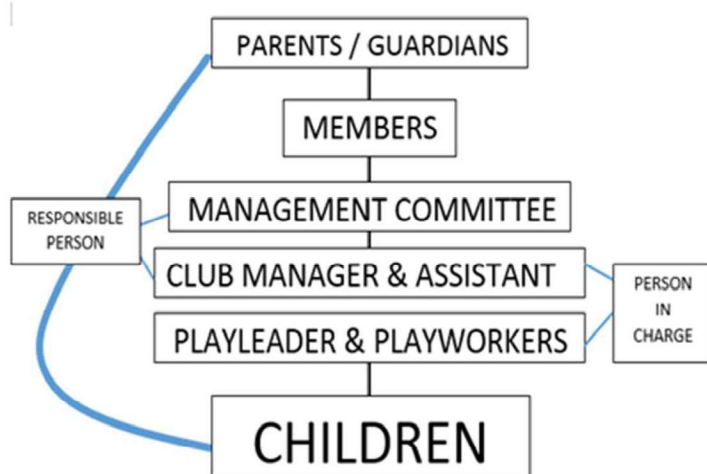
“spent convictions” under the Rehabilitation of Offenders Act 1974. No nomination would be accepted unless this declaration was signed.

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, 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.