

Deganwy Out of School Club Limited

DIRECTORS' AND TRUSTEES'

ANNUAL REPORT AND

FINANCIAL STATEMENTS

1st September 2023 – 31st August 2024

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 2024

The Directors present their report and financial statements of the charity for the year ending 31st August 2024.

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 2023 until 31st August 2024 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 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
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
--------------------	---------------------------------------

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 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 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 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 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 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 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 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.