

# **Deganwy Out of School Club Limited**

**DIRECTORS' AND TRUSTEES'**

**ANNUAL REPORT AND**

**FINANCIAL STATEMENTS**

**1<sup>st</sup> September 2024 – 31<sup>st</sup> 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 31<sup>st</sup> August 2025.

### 1. Reference and Administrative Details

Charity number:	1108101
Company number:	4815885 (incorporated 30 <sup>th</sup> 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 30<sup>th</sup> of June 2003. The Club became a charity on 15<sup>th</sup> 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 1<sup>st</sup> September 2024 until 31<sup>st</sup> August 2025 are listed below.

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

#### Company Secretary

Mrs Nicola Roberts	appointed 26 <sup>th</sup> 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 16<sup>th</sup> June 2003 but replaced in its entirety by special resolution on 18<sup>th</sup> October 2004 to provide a better governing document suited to registration as a charity. The company was registered as a charity on 15<sup>th</sup> 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](http://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 31<sup>st</sup> 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.

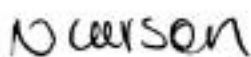
Total expenditure totalled £130,649 a 16% rise in this year.

### 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

31<sup>st</sup> 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:

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

# Deganwy Out of School Club Limited

## Balance Sheet 31<sup>st</sup> August 2025

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

For the year ended 31<sup>st</sup> 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 31<sup>st</sup> 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>	<b>109,228</b>	<b>98,640</b>

## Expenditure

	<b>2024-2025</b>	<b>2023-2024</b>
	<b>£</b>	<b>£</b>
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 <sup>st</sup> September	101	250
Staff Training	230	261
Staff Uniform	177	145
Travelling costs	168	177
Equipment / Building Expenditure	5,959	1,750
<b>Total</b>	<b>130,509</b>	<b>112,720</b>

## 7. Debtors

	<b>£</b>
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
<b>Balance at 31 August 2025</b>	<b>758</b>

## 8. Cash at Bank

On 31<sup>st</sup> 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.