

DAN'S DEN AT CHRISTCHURCH
(Limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

for the twelve-month period ended

5 APRIL 2022

Charity Number: 1166027
Company number: 09655340

DAN'S DEN AT CHRISTCHURCH (Limited by guarantee)

Report of the trustees for the twelve-month period ended 5 April 2022

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Report of the Trustees for the twelve-month period ended 5 April 2022

The Trustees present their Directors' report and financial statements for the period ended 5 April 2022, which are also prepared to meet the requirements for a Directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

Chair's Report

This seventh annual report for Dan's Den at Christchurch covers a time of much change and adjustment. As the Covid Pandemic eased, Dan's Den started to reopen to the public and had the challenge of navigating the ebb and flow of rising and falling infections. Life was starting to get back to normal, but was not yet normal for much of the year.

Hygiene and mitigation of covid risk was an important feature of safely re-opening to the public. A huge tribute is due to our staff for implementing these measures and maintaining standards. One of the measures was to limit our admission numbers, which we did using an online booking system. The system worked well and proved to be a feature that helped customers to find times to come in line when they were comfortable with how busy it was. Another was the introduction of card payments, with a big reduction in the amount of cash handled at the till.

Another major change was the resignation of our amazing Centre Manager, Caroline, who left right at the end of the financial year for a new role in the charity sector. We were sad to see her go, but grateful to her hard work over the years. She left Dan's Den in a strong position, having overcome many challenges. At the close of the year Caroline was in the process of handing over to her very capable deputy, Michelle.

Cost and staffing challenges with the ongoing uncertainty related to Covid meant that the post of Outreach Worker remained unfilled during the year. However, the business continued to fulfil its charitable objectives to provide a warm welcome to children and families within our local community, regardless of their faith, personal circumstances or physical abilities. Imaginative ways were found to reach out to staff, volunteers and the wider community to offer support and connection in line with our Christian values, as can be seen from the narrative below. We are also proud to have reopened our session for children with special needs during this time.

We ended the year in a secure financial position thanks to the government support provided over the Covid period, and in a good position to deliver our charitable objectives in the post Covid period.

Christine Henney, Chair of Trustees.

Objectives and Activities

Dan's Den at Christchurch is a soft play centre in the heart of Ilkley. The charity's purposes as set out in the Articles of Association are to:

- ☐ provide facilities run with a Christian ethos in the interests of social welfare for recreation or leisure time occupation of individuals.
- ☐ advance the Christian faith
- ☐ support other UK or overseas charities as the Trustees may determine.

The centre was opened after a fundraising effort coordinated by Christchurch, which raised the monies needed to refurbish the old and dated church hall (Riddings Hall) and transform it into an architecturally designed soft play centre with a large play frame, a toddler area, a state of the art disabled toilet and changing facilities, a new kitchen area, a separate balcony area used for meetings, parties and craft activities, and with a sensory room for younger children, or those with additional needs. The result is a light, airy, clean and welcoming space that can be accessed by all.

However, it is not only the accessible facilities that make Dan's Den at Christchurch special, it is also the ethos that drives the staff and volunteers to deliver a unique atmosphere, summarised in our tag line: "Soft Play with a Warm Heart". That ethos is reflected in the mission statement which states that Dan's Den at Christchurch is run under Christian principles and aims to be a centre of excellence for children's play, which reaches out to all children and their families within our local community, regardless of their faith, personal circumstances or physical abilities.

To deliver this mission a small team of paid staff are supported by a large diverse group of volunteer staff, including men and women, people who identify as LGBTQ+, a variety of vulnerabilities, and a range of ages from 14-80+. A major part of the work during this year was supporting the staff and volunteers to return to work in ways that helped them to feel safe and supported, with the ongoing Covid related challenges including changed ways of working, the use of PPE and staffing shortages when staff or family members tested positive. Dan's Den at Christchurch continued to commit to the Living Wage Foundation rates of pay and ensured that staff were not penalised for doing the right thing if they did have to isolate due to Covid.

Through this period the Outreach Worker post remained unfilled, however the Chair and the Centre Manager worked closely with Christchurch to deliver support and Christian activities through Dan's Den, as can be seen below.

Achievements and Performance

The year started with the end of the third national lockdown still in place. Dan's Den was not able to reopen until 17th May. From that point it was important to keep track of and manage the required measures to reduce Covid infection. These included:

- ☐ Use of a booking system to limit numbers
- ☐ Enhanced cleaning regime
- ☐ Spacing of tables to support social distancing
- ☐ Sneeze screen installed at the reception desk
- ☐ Table service for food and drink orders to minimise people moving around the space

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- ☐ Wearing of masks and/or face visors by staff and customers
- ☐ Using the electronic payments system to reduce cash handling.

It wasn't until 21st June that Covid restrictions officially ended, however staff continued to wear masks for their own and customer's safety. Parties resumed as soon as they could be organised after this point.

We are proud that from reopening we resumed our dedicated session for children with special needs. Challenges such as managing the hygiene elements were overcome and the children and their parents were able to enjoy the facility and a space to relax.

The online booking system proved its worth in helping customers to choose the right time for them to come, when space was available and when the facility was at the comfortable level of busyness. It has also been effective in avoiding queueing and potentially disappointed customers being turned away. As the year progressed walk in customers were welcomed if there was space.

For three months over the Summer/Autumn period, Centre Manager Caroline was seconded to be interim manager of the Christchurch Cafe. This was a gesture which illustrates the ambition of both Christchurch and Dan's Den to work together. The secondment ended as planned in time to start organising activities for the Christmas celebrations.

In the autumn some of our seasonal activities resumed, including our popular pumpkin carving event. During the autumn new staff were recruited. Staff got to grips with new processes for packaging and labelling our own prepared foods to comply with new allergen rules.

The seasonal activities continued in the run up to the Christmas period, though the new wave of Omicron was a threat that kept some people away in the run up to Christmas. Quiet sessions limited to 10 people were arranged for those who might feel especially vulnerable. Grants from local government helped in this difficult period where numbers were lower than we hoped. Despite relatively low numbers seasonal activities continued, including a Christmas nativity, Christmas wreath making, Breakfast with Santa, and giving away 50 Christingles kits in bags on The Grove shopping street and to members of the Christchurch community who would struggle to come to a Christmas service.

As the new year started a sense of normality began to return as people started to relax. Although some parties were cancelled and the impact on staff testing positive continued, the frame returned to normal with the bashbags reinstalled and the sensory room reopened. Volunteers began to return as the Spring approached and customer numbers started to return to more normal levels.

The success of the Christingle bags inspired a branching out of the idea to include Shrove Tuesday pancake bags and similar kits for Valentine's Day and Mother's Day.

Financial review

Overall income for the twelve months was £97,433. Most of this was income was from the activity of the soft play centre and the cafe, but £15,934 was in the form of grants. Our sales income was comparable to the pre-covid 2019-20 takings of

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£104,199, which is encouraging given the challenging times. We made a small surplus this year which is encouraging, although in part due to grants and to reduced expenses associated with a vacancy in the Outreach Workers post.

Many thanks to the Treasurer Steven for his hard work in monitoring the business situation, and preparing these accounts.

Reserves Policy

The policy relates to the General Fund and includes the bank account. The policy's aim is to maintain general cash reserves equivalent to at least three average months running costs which would equate to £30,000 based on the last 12 months of trading prior to the pandemic, and £24,000 based on this twelve-month period. The General Fund cash balance stood at £48,255 at 5 April 2022.

Investment Policy

One of the charity's objectives is to function as a not-for-profit organisation, using any surplus funds to further the mission of Dan's Den, therefore we do not invest any funds within stocks and shares. Presently the General Fund and designated Bursary Fund are kept in a non-interesting earning business bank account. In future, the Trustees may decide to deposit a portion of these funds within an interest earning account, subject to the protection offered by the Financial Services Compensation Scheme.

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 24 June 2015 and registered as a charity on 14 March 2016. The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company under which it is governed. In the event of the company being wound up the members are required to contribute an amount not exceeding £10. There are currently three members.

Appointment of Trustees

The directors of the company are also the charity trustees for the purposes of charity law. The trustees are appointed by the members and when complete consist of at least one of the duly authorized ministers of Christchurch, Ilkley, and (including such minister) at least nine and not more than eleven individuals. At least two-thirds of the trustees must be members or trustees of Christchurch, provided that at least three Trustees are not members or trustees of Christchurch. Under the requirements of the Memorandum and Articles of Association the Trustees must retire at the third Annual General Meeting after which they may be re-elected. All Trustees give their time voluntarily and receive no benefits from the charity. A conflict of interest policy ensures that should a potential conflict of interest arise, this is reported to the directors, recorded and managed appropriately.

Organisation

The trustees retain responsibility for the overall decision making of the charity and they usually meet quarterly. In some cases decisions may need to be made by email. During the year 2021-22 the trustees met four times in formal meetings, and where needed decisions were made electronically using email during this period.

The Centre Manager runs the day-to-day operations of the charity, supported by individual Trustees or support groups where required, whereas the trustees' role is more strategic in approving policy and developing strategy.

Connected Charities & related parties

There is a strong emotional connection between Dan's Den at Christchurch and Christchurch itself. Christchurch is a parent charity of Dan's Den and owns the building in which Dan's Den is housed. Many of the volunteers are members of Christchurch, and Christchurch use the facilities during some of their services.

Dan's Den at Christchurch has supported other charities through appeals and collection boxes including the Red Cross Ukrainian appeal, Peer Talk (a network of volunteer facilitated peer support groups for people with depression), LS29 (the local special needs support group) and Action for Children.

Pay Policy for Staff

Paid staff members are appointed on a pay scale at or above the national minimum wage, at a level in line with prevailing market conditions and akin to the salaries offered to employees of Christchurch. Employment policies were adapted from those operated by Christchurch. In 2020 we agreed to move the pay review to February and annually thereafter to allow the pay review to take into account the real living age which is published in November each year with recommendations that it is introduced by 1st May at the latest.

Risk Management

The Trustees regularly assess and review the risks and uncertainties faced by the charity and believe that systems are in place (policies and procedures) to mitigate them. The main areas of risk are financial and those related to the health and safety of staff, volunteers and visitors primarily related to the safe use of the soft play equipment, food hygiene and fire safety. Risk assessments were developed to cover the Covid crisis and the additional risks and amelioration measures that were required.

Maintaining the financial viability of the charity is helped by review of the regular report from the Centre Manager, called the "Dan's Den Roar".

Health and Safety is maintained through risk assessment, policies and procedures, robust staff and volunteer training and includes regular checks (daily, weekly and monthly). All equipment is maintained/serviced in accordance with statutory provisions and insurance levels are reviewed annually and acted upon as necessary. Important updates are disseminated directly to staff and volunteers by the centre manager or her delegate and supported by updates in the "Roar"

Safeguarding is maintained through risk assessment, policies and procedures, robust staff and volunteer training and includes regular review and DBS checks.

Reference and Administrative Information

Charity Name: Dan's Den at Christchurch

Charity Registration Number: 1166027

Company registration number: 09655340

Registered Office and operational address: Christchurch
21 The Grove
Ilkley
West Yorkshire
LS29 9LW

Directors & Trustees: Mrs CL Henney (Chair)
Mr SJ Worrall (Treasurer)
Dr SL Jowett
Mrs RJ Wales-Smith
Rev RR Topham
Mr HC Burnham
Mrs EA Haestier
Prof MF Dixon
Mrs CM Meredith
Mr KJ Green (appointed 23.3.22)

Independent Examiner: S Hart ACCA
Hart Wright Accounting
Chartered Certified Accountants
7 Henry Street
Keighley
West Yorkshire
BD21 3DR

Bankers: Santander
7 The Grove
Ilkley
West Yorkshire
LS29 9LL

Exemptions from disclosure

There are no exemptions from disclosure.

Funds held as custodian trustee on behalf of others

There are no funds held as custodian trustee on behalf of others.

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Dan's Den at Christchurch for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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Report of the trustees for the twelve-month period ended 5 April 2022

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- ☐ select suitable accounting policies and then apply them consistently
- ☐ observe the methods and principles in the Charities SORP
- ☐ make judgements and estimates that are reasonable and prudent
- ☐ state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records and that disclosure with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Board of Trustees on

And signed on its behalf..... Name:.....CL Henney..

Statement of Financial Activities (including income and expenditure account) for the twelve- month period ended 5 April 2022

Funds			Total Funds	Total
			2022	
2021	Notes	£	£	
Income				
Voluntary income:				
Donations	2	45	65	
Income from charitable activities:				
Soft play centre and café		78,994	6,472	
Grants and furlough claims		15,934	57,729	
Staff secondment income		2,460	-	
		_____	_____	
Total Incoming Resources		£97,433	£64,266	
		=====	=====	
Expenditure				
Charitable activities:				
Operation of play area and café		95,456	72,179	
		_____	_____	
Total Expenditure		£95,456	£72,179	
		=====	=====	
Net Income / (Expenditure) for Year		5	1,977	(7,913)
Total funds brought forward		50,470	58,383	
		_____	_____	
Total Funds Carried Forward	11	£52,447	£50,470	
		=====	=====	

The statement of financial activities includes all gains and losses recognised in the period. All income and expenditure derive from continuing activities.

Balance Sheet As At 5 April 2022

2021		Notes	2022			
			£	£	£	£
Fixed Assets						
Tangible assets	7		17,064		22,621	
Current Assets						
Stock		250		250		
Cash at bank and in hand		48,255		37,977		
		48,505		38,227		
Creditors: Amounts falling due within one year	8	(8,122)		(5,378)		
Net Current Assets			40,383		32,849	
Total Assets less current liabilities			57,447		55,470	
Creditors: Amounts falling Due after more than one year	9			(5,000)		(5,000)
Net Assets			£52,447		£50,470	
			=====		=====	
The funds of the Charity:						
Unrestricted income funds	10		£52,447		£50,470	
			=====		=====	

Notes to the Financial statements for the twelve-month period ended 5 April 2022

1. Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation and uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of preparation

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

1.2 Income

Income is derived from the operations in the Charity together with charitable donations and is recorded when receivable.
The value of services provided by volunteers has not been included in these accounts.

1.3 Funds Structure

Unrestricted income funds are available for the trustees to use for any purpose in furtherance of the charitable objectives. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

1.4 Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. Expenditure is accounted for on an accruals basis and includes irrecoverable VAT where incurred.

Charitable expenditure comprises those costs incurred in running the soft play centre and café.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the company.

1.5 Tangible fixed assets & depreciation

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Play equipment	- 10% straight line
Fixtures, furniture & equipment	- 10% straight line
Catering equipment	- 20% straight line

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Audio equipment	- 20% straight line
Other equipment	- 20% straight line

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	5.4.22	
5.4.21		
2. Donations	£	£
Other donations (designated fund)	45	65
	45	65
	=====	=====

3. Analysis of expenditure on charitable activities

	5.4.22			
5.4.21				
Total	Play area /	Total	Play area /	
	Café		Café	
Costs directly allocated to activities:				
Staff costs	50,735	50,735	47,322	47,322
Café supplies	14,748	14,748	2,428	2,428
Licence fee	10,000	10,000	6,767	6,767
Cleaning and hygiene	2,185	2,185	555	555
Rates	356	356	37	37
Depreciation	5,557	5,557	10,076	10,076
Governance costs	3,184	3,184	2,269	2,269
Insurance	1,156	1,156	1,255	1,255
Other direct costs	7,535	7,535	1,470	1,470
Total resources expended	£95,456	£95,456	£72,179	£72,179
	=====	=====	=====	=====

4. Analysis of Governance Costs

Independent examiners fees	420	420
Accountancy & bookkeepers fees	2,371	1,204
Trustees insurance	393	645
	£3,184	£2,269
	=====	=====

5. Net Income

This is after charging:		
Depreciation	5,557	10,074
Independent examiners fee	420	420
	=====	=====

DAN'S DEN AT CHRISTCHURCH (Limited by guarantee)

Report of the trustees for the twelve-month period ended 5 April 2022

	2022	
2021		
6. Analysis of staff costs	£	£
Salaries and wages	50,054	46,756
Pension costs	681	566
	=====	=====

7. Tangible Fixed Assets

	Play	Kitchen	Fixtures,	Audio	Other	
Total	Equipment	Equipment	Furniture &	Equipment		
Equipment			Equipment			
Cost						
At 6 April 2021	47,240	20,396	1,694	4,498	4,408	78,236
Additions	-	-	-	-	-	-
At 5 April 2022	47,240	20,396	1,694	4,498	4,408	78,236
=====						
=====						
Depreciation						
At 6 April 2021	27,118	20,100	970	4,497	2,930	55,615
Charge for the period	4,724	295	169	-	369	5,557
At 5 April 2022	31,842	20,395	1,139	4,497	3,299	61,172
=====						
=====						
Net Book Values						
As at 5 April 2022	£15,398	£1	£555	£1	£1,110	£17,064
=====						
=====						
As at 5 April 2021	£20,122	£296	£724	£1	£1,478	£22,621
=====						
=====						

8. Creditors: Amounts falling due within one year

Trade creditors and accruals	4,092	1,925
VAT & PAYE	4,030	3,453
	-----	-----
	£8,122	£5,378
	=====	=====

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Report of the trustees for the twelve-month period ended 5 April 2022

9. Creditors: Amounts falling due after more than one year

Interest free unsecured loan	£5,000	£5,000
	=====	=====

DAN'S DEN AT CHRISTCHURCH (Limited by guarantee)

Report of the trustees for the twelve-month period ended 5 April 2022

10. Movement of funds for the period ended 5 April 2022

	Brought fwd	Receipts	Payments
Balances c/fwd			
£	£	£	£
General funds (free reserves)	£5,047	£97,433	£50,033
	=====	=====	=====

12. Analysis of net assets between funds

	General	Designated
Total		
	£	£
Tangible fixed assets	17,064	17,064
Cash at bank and in hand	48,255	48,255
Other net current assets / (liabilities)	(7,872)	(7,872)
Creditors of more than one year	(5,000)	(5,000)
	=====	=====
	£52,447	£52,447
	=====	=====

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for the twelve-month period ended

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Another major change was the resignation of our amazing Centre Manager, Caroline, who left right at the end of the financial year for a new role in the charity sector. We were sad to see her go, but grateful to her hard work over the years. She left Dan's Den in a strong position, having overcome many challenges. At the close of the year Caroline was in the process of handing over to her very capable deputy, Michelle.

Cost and staffing challenges with the ongoing uncertainty related to Covid meant that the post of Outreach Worker remained unfilled during the year. However, the business continued to fulfil its charitable objectives to provide a warm welcome to children and families within our local community, regardless of their faith, personal circumstances or physical abilities. Imaginative ways were found to reach out to staff, volunteers and the wider community to offer support and connection in line with our Christian values, as can be seen from the narrative below. We are also proud to have reopened our session for children with special needs during this time.

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Christine Henney, Chair of Trustees.

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- ☐ advance the Christian faith
- ☐ support other UK or overseas charities as the Trustees may determine.

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To deliver this mission a small team of paid staff are supported by a large diverse group of volunteer staff, including men and women, people who identify as LGBTQ+, a variety of vulnerabilities, and a range of ages from 14-80+. A major part of the work during this year was supporting the staff and volunteers to return to work in ways that helped them to feel safe and supported, with the ongoing Covid related challenges including changed ways of working, the use of PPE and staffing shortages when staff or family members tested positive. Dan's Den at Christchurch continued to commit to the Living Wage Foundation rates of pay and ensured that staff were not penalised for doing the right thing if they did have to isolate due to Covid.

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- ☐ Enhanced cleaning regime
- ☐ Spacing of tables to support social distancing
- ☐ Sneeze screen installed at the reception desk
- ☐ Table service for food and drink orders to minimise people moving around the space

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Report of the trustees for the twelve-month period ended 5 April 2022

- ☐ Wearing of masks and/or face visors by staff and customers
- ☐ Using the electronic payments system to reduce cash handling.

It wasn't until 21st June that Covid restrictions officially ended, however staff continued to wear masks for their own and customer's safety. Parties resumed as soon as they could be organised after this point.

We are proud that from reopening we resumed our dedicated session for children with special needs. Challenges such as managing the hygiene elements were overcome and the children and their parents were able to enjoy the facility and a space to relax.

The online booking system proved its worth in helping customers to choose the right time for them to come, when space was available and when the facility was at the comfortable level of busyness. It has also been effective in avoiding queueing and potentially disappointed customers being turned away. As the year progressed walk in customers were welcomed if there was space.

For three months over the Summer/Autumn period, Centre Manager Caroline was seconded to be interim manager of the Christchurch Cafe. This was a gesture which illustrates the ambition of both Christchurch and Dan's Den to work together. The secondment ended as planned in time to start organising activities for the Christmas celebrations.

In the autumn some of our seasonal activities resumed, including our popular pumpkin carving event. During the autumn new staff were recruited. Staff got to grips with new processes for packaging and labelling our own prepared foods to comply with new allergen rules.

The seasonal activities continued in the run up to the Christmas period, though the new wave of Omicron was a threat that kept some people away in the run up to Christmas. Quiet sessions limited to 10 people were arranged for those who might feel especially vulnerable. Grants from local government helped in this difficult period where numbers were lower than we hoped. Despite relatively low numbers seasonal activities continued, including a Christmas nativity, Christmas wreath making, Breakfast with Santa, and giving away 50 Christingles kits in bags on The Grove shopping street and to members of the Christchurch community who would struggle to come to a Christmas service.

As the new year started a sense of normality began to return as people started to relax. Although some parties were cancelled and the impact on staff testing positive continued, the frame returned to normal with the bashbags reinstalled and the sensory room reopened. Volunteers began to return as the Spring approached and customer numbers started to return to more normal levels.

The success of the Christingle bags inspired a branching out of the idea to include Shrove Tuesday pancake bags and similar kits for Valentine's Day and Mother's Day.

Financial review

Overall income for the twelve months was £97,433. Most of this was income was from the activity of the soft play centre and the cafe, but £15,934 was in the form of grants. Our sales income was comparable to the pre-covid 2019-20 takings of

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£104,199, which is encouraging given the challenging times. We made a small surplus this year which is encouraging, although in part due to grants and to reduced expenses associated with a vacancy in the Outreach Workers post.

Many thanks to the Treasurer Steven for his hard work in monitoring the business situation, and preparing these accounts.

Reserves Policy

The policy relates to the General Fund and includes the bank account. The policy's aim is to maintain general cash reserves equivalent to at least three average months running costs which would equate to £30,000 based on the last 12 months of trading prior to the pandemic, and £24,000 based on this twelve-month period. The General Fund cash balance stood at £48,255 at 5 April 2022.

Investment Policy

One of the charity's objectives is to function as a not-for-profit organisation, using any surplus funds to further the mission of Dan's Den, therefore we do not invest any funds within stocks and shares. Presently the General Fund and designated Bursary Fund are kept in a non-interesting earning business bank account. In future, the Trustees may decide to deposit a portion of these funds within an interest earning account, subject to the protection offered by the Financial Services Compensation Scheme.

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 24 June 2015 and registered as a charity on 14 March 2016. The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company under which it is governed. In the event of the company being wound up the members are required to contribute an amount not exceeding £10. There are currently three members.

Appointment of Trustees

The directors of the company are also the charity trustees for the purposes of charity law. The trustees are appointed by the members and when complete consist of at least one of the duly authorized ministers of Christchurch, Ilkley, and (including such minister) at least nine and not more than eleven individuals. At least two-thirds of the trustees must be members or trustees of Christchurch, provided that at least three Trustees are not members or trustees of Christchurch. Under the requirements of the Memorandum and Articles of Association the Trustees must retire at the third Annual General Meeting after which they may be re-elected. All Trustees give their time voluntarily and receive no benefits from the charity. A conflict of interest policy ensures that should a potential conflict of interest arise, this is reported to the directors, recorded and managed appropriately.

Organisation

The trustees retain responsibility for the overall decision making of the charity and they usually meet quarterly. In some cases decisions may need to be made by email. During the year 2021-22 the trustees met four times in formal meetings, and where needed decisions were made electronically using email during this period.

The Centre Manager runs the day-to-day operations of the charity, supported by individual Trustees or support groups where required, whereas the trustees' role is more strategic in approving policy and developing strategy.

Connected Charities & related parties

There is a strong emotional connection between Dan's Den at Christchurch and Christchurch itself. Christchurch is a parent charity of Dan's Den and owns the building in which Dan's Den is housed. Many of the volunteers are members of Christchurch, and Christchurch use the facilities during some of their services.

Dan's Den at Christchurch has supported other charities through appeals and collection boxes including the Red Cross Ukrainian appeal, Peer Talk (a network of volunteer facilitated peer support groups for people with depression), LS29 (the local special needs support group) and Action for Children.

Pay Policy for Staff

Paid staff members are appointed on a pay scale at or above the national minimum wage, at a level in line with prevailing market conditions and akin to the salaries offered to employees of Christchurch. Employment policies were adapted from those operated by Christchurch. In 2020 we agreed to move the pay review to February and annually thereafter to allow the pay review to take into account the real living age which is published in November each year with recommendations that it is introduced by 1st May at the latest.

Risk Management

The Trustees regularly assess and review the risks and uncertainties faced by the charity and believe that systems are in place (policies and procedures) to mitigate them. The main areas of risk are financial and those related to the health and safety of staff, volunteers and visitors primarily related to the safe use of the soft play equipment, food hygiene and fire safety. Risk assessments were developed to cover the Covid crisis and the additional risks and amelioration measures that were required.

Maintaining the financial viability of the charity is helped by review of the regular report from the Centre Manager, called the "Dan's Den Roar".

Health and Safety is maintained through risk assessment, policies and procedures, robust staff and volunteer training and includes regular checks (daily, weekly and monthly). All equipment is maintained/serviced in accordance with statutory provisions and insurance levels are reviewed annually and acted upon as necessary. Important updates are disseminated directly to staff and volunteers by the centre manager or her delegate and supported by updates in the "Roar"

Safeguarding is maintained through risk assessment, policies and procedures, robust staff and volunteer training and includes regular review and DBS checks.

Reference and Administrative Information

Charity Name: Dan's Den at Christchurch

Charity Registration Number: 1166027

Company registration number: 09655340

Registered Office and operational address: Christchurch
21 The Grove
Ilkley
West Yorkshire
LS29 9LW

Directors & Trustees: Mrs CL Henney (Chair)
Mr SJ Worrall (Treasurer)
Dr SL Jowett
Mrs RJ Wales-Smith
Rev RR Topham
Mr HC Burnham
Mrs EA Haestier
Prof MF Dixon
Mrs CM Meredith
Mr KJ Green (appointed 23.3.22)

Independent Examiner: S Hart ACCA
Hart Wright Accounting
Chartered Certified Accountants
7 Henry Street
Keighley
West Yorkshire
BD21 3DR

Bankers: Santander
7 The Grove
Ilkley
West Yorkshire
LS29 9LL

Exemptions from disclosure

There are no exemptions from disclosure.

Funds held as custodian trustee on behalf of others

There are no funds held as custodian trustee on behalf of others.

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Dan's Den at Christchurch for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- ☐ select suitable accounting policies and then apply them consistently
- ☐ observe the methods and principles in the Charities SORP
- ☐ make judgements and estimates that are reasonable and prudent
- ☐ state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records and that disclosure with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Board of Trustees on

And signed on its behalf..... Name:.....CL Henney..

Statement of Financial Activities (including income and expenditure account) for the twelve- month period ended 5 April 2022

Funds			Total Funds	Total
			2022	
2021	Notes	£	£	
Income				
Voluntary income:				
Donations	2	45	65	
Income from charitable activities:				
Soft play centre and café		78,994	6,472	
Grants and furlough claims		15,934	57,729	
Staff secondment income		2,460	-	
		_____	_____	
Total Incoming Resources		£97,433	£64,266	
		=====	=====	
Expenditure				
Charitable activities:				
Operation of play area and café		95,456	72,179	
		_____	_____	
Total Expenditure		£95,456	£72,179	
		=====	=====	
Net Income / (Expenditure) for Year		5	1,977	(7,913)
Total funds brought forward		50,470	58,383	
		_____	_____	
Total Funds Carried Forward	11	£52,447	£50,470	
		=====	=====	

The statement of financial activities includes all gains and losses recognised in the period. All income and expenditure derive from continuing activities.

Balance Sheet As At 5 April 2022

2021		Notes	2022			
			£	£	£	£
Fixed Assets						
Tangible assets	7		17,064		22,621	
Current Assets						
Stock		250		250		
Cash at bank and in hand		48,255		37,977		
		48,505		38,227		
Creditors: Amounts falling due within one year	8	(8,122)		(5,378)		
Net Current Assets			40,383		32,849	
Total Assets less current liabilities			57,447		55,470	
Creditors: Amounts falling Due after more than one year	9			(5,000)		(5,000)
Net Assets			£52,447		£50,470	
			=====		=====	
The funds of the Charity:						
Unrestricted income funds	10		£52,447		£50,470	
			=====		=====	

Notes to the Financial statements for the twelve-month period ended 5 April 2022

1. Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation and uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of preparation

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

1.2 Income

Income is derived from the operations in the Charity together with charitable donations and is recorded when receivable.
The value of services provided by volunteers has not been included in these accounts.

1.3 Funds Structure

Unrestricted income funds are available for the trustees to use for any purpose in furtherance of the charitable objectives. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

1.4 Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. Expenditure is accounted for on an accruals basis and includes irrecoverable VAT where incurred.

Charitable expenditure comprises those costs incurred in running the soft play centre and café.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the company.

1.5 Tangible fixed assets & depreciation

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Play equipment	- 10% straight line
Fixtures, furniture & equipment	- 10% straight line
Catering equipment	- 20% straight line

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Audio equipment	- 20% straight line
Other equipment	- 20% straight line

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Report of the trustees for the twelve-month period ended 5 April 2022

	5.4.22	
5.4.21		
2. Donations	£	£
Other donations (designated fund)	45	65
	45	65
	=====	=====

3. Analysis of expenditure on charitable activities

	5.4.22			
5.4.21				
Total	Play area /	Total	Play area /	
	Café		Café	
Costs directly allocated to activities:				
Staff costs	50,735	50,735	47,322	47,322
Café supplies	14,748	14,748	2,428	2,428
Licence fee	10,000	10,000	6,767	6,767
Cleaning and hygiene	2,185	2,185	555	555
Rates	356	356	37	37
Depreciation	5,557	5,557	10,076	10,076
Governance costs	3,184	3,184	2,269	2,269
Insurance	1,156	1,156	1,255	1,255
Other direct costs	7,535	7,535	1,470	1,470
Total resources expended	£95,456	£95,456	£72,179	£72,179
	=====	=====	=====	=====

4. Analysis of Governance Costs

Independent examiners fees	420	420
Accountancy & bookkeepers fees	2,371	1,204
Trustees insurance	393	645
	£3,184	£2,269
	=====	=====

5. Net Income

This is after charging:		
Depreciation	5,557	10,074
Independent examiners fee	420	420
	=====	=====

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	2022	
2021		
6. Analysis of staff costs	£	£
Salaries and wages	50,054	46,756
Pension costs	681	566
	=====	=====

7. Tangible Fixed Assets

	Play	Kitchen	Fixtures,	Audio	Other	
Total	Equipment	Equipment	Furniture &	Equipment		
Equipment			Equipment			
Cost						
At 6 April 2021	47,240	20,396	1,694	4,498	4,408	78,236
Additions	-	-	-	-	-	-
At 5 April 2022	47,240	20,396	1,694	4,498	4,408	78,236
=====						
=====						
Depreciation						
At 6 April 2021	27,118	20,100	970	4,497	2,930	55,615
Charge for the period	4,724	295	169	-	369	5,557
At 5 April 2022	31,842	20,395	1,139	4,497	3,299	61,172
=====						
=====						
Net Book Values						
As at 5 April 2022	£15,398	£1	£555	£1	£1,110	£17,064
=====						
=====						
As at 5 April 2021	£20,122	£296	£724	£1	£1,478	£22,621
=====						
=====						

8. Creditors: Amounts falling due within one year

Trade creditors and accruals	4,092	1,925
VAT & PAYE	4,030	3,453
	-----	-----
	£8,122	£5,378
	=====	=====

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Report of the trustees for the twelve-month period ended 5 April 2022

9. Creditors: Amounts falling due after more than one year

Interest free unsecured loan	£5,000	£5,000
	=====	=====

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10. Movement of funds for the period ended 5 April 2022

	Brought fwd	Receipts	Payments
Balances c/fwd			
£	£	£	£
General funds (free reserves)	£5,047	£97,433	£50,033
	=====	=====	=====

12. Analysis of net assets between funds

	General	Designated
Total		
	£	£
Tangible fixed assets	17,064	17,064
Cash at bank and in hand	48,255	48,255
Other net current assets / (liabilities)	(7,872)	(7,872)
Creditors of more than one year	(5,000)	(5,000)
	=====	=====
	£52,447	£52,447
	=====	=====

DAN'S DEN AT CHRISTCHURCH

(Limited by guarantee)

Independent Examiner's Report to the Trustees of Dan's Den at Christchurch

I report on the accounts of the charity for the twelve month period ended 5 April 2022 which are set out on pages 3-15

Respective responsibilities of the trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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 needed.

It is my responsibility to:

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

Basis of 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 statement below.

Independent examiner's statement

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

1) which gives me reasonable cause to believe that, in any material respect, the requirements:

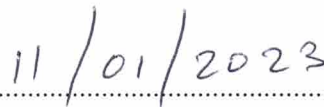
- to keep proper accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which agree with the accounting records and comply with the accounting requirements of the 2011 Act

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.



S Hart FCCA



Date