

# DAYCARE TRUSTEES' REPORT

**Annual General Meeting and Appraisal**  
**Held on Monday 17th March 2025**

## 1. Introduction

The Trustees of Daycare present their report following the Annual General Meeting held on 17th March 2025. The meeting provided an opportunity to review the past year's activities, receive reports from the Chair and Daycare Manager, review financial performance, and confirm trustee appointments for the forthcoming year.

### **Attendance:**

- Nicola Rowlands – Chair
- Paula Lawrenson – Daycare Manager
- Michelle Parker – Secretary/Treasurer
- Nicola Hawley – Trustee

### **Apologies:**

- Bethan Evans – Trustee
  - Sarah Davies – Vice Chair
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## 2. Chairman's Report

The Chair presented her annual report.  
*(Attached separately.)*

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## 3. Daycare Manager's Report

The Daycare Manager presented her annual report summarising the year's operations, developments and performance.  
*(Attached separately.)*

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## 4. Matters Arising / Key Points Raised

The following actions were agreed:

- Exploration of **Kellogg's funding** for Breakfast Club – *Paula and Nicola R.*
  - Chasing repair of the **buckled flooring** in Daycare and kitchen – *Michelle.*
  - Investigation into **separating the Daycare bank account** from the school fund – *Michelle.*
  - Obtaining **quotes for replacement of the wooden hut** outside Daycare – *Paula.*
  - Contacting **Richard Jones** regarding installation of a **swipe-in system and doorbell** at the gate – *Michelle.*
  - Handover of the **monthly wages spreadsheet** to Paula – *Michelle.*
  - Promotion of Daycare, Wraparound and Holiday Club on the **Rhos-on-Sea Community WhatsApp Group** – *Nicola Hawley to speak with Jo Nuttall.*
  - Investigation into the design and purchase of **promotional banners** – *Nicola R.*
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## 5. Finance Report

The Treasurer presented the finance report.  
(Attached separately.)

### 5.1 Financial Position

- **Bank balance:** £73,000

### 5.2 Expenditure Funded by Daycare

- Forest School development – **£16,905**
- Forest School garden clearance, new planting, benches and seating – **£2,000**
- Eco Garden development at front of Reception – **£1,700**
- Infant site play equipment (Playquest) – **£3,717**
- Caretaker's shed (Infant site) – **£2,500**
- Garden clearance in front of Daycare – **£500**

### 5.3 Staffing & Payroll

- Handover of **salary spreadsheet** to Paula for monthly management – *Michelle.*
- Michelle to continue liaising with **Salisbury's** for salaries and PAYE until a separate Daycare account is established.

### 5.4 Pay Review

- Minimum wage increase from **£11.44 to £12.21** from 1 April 2025.
  - Trustees agreed to increase the **higher-level staff hourly rate from £12.18 to £13.00**, representing a **6.73% uplift**, matching the minimum wage percentage increase.
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## 6. Elections and Appointments

- **Bethan Davies** stepped down as Trustee with immediate effect.
  - **Chairperson:** Nicola Rowlands – nominated by Michelle Parker, seconded by Paula Lawrenson.
  - **Vice Chairperson:** Sarah Davies – nominated by Nicola Rowlands, seconded by Paula Lawrenson.
  - **Secretary/Treasurer:** Michelle Parker – nominated by Nicola Rowlands, seconded by Paula Lawrenson.
  - **Trustee:** Nicola Hawley to continue in post.
  - **Accountants:** Salisbury's to continue as appointed accountants.
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## 7. Constitution

- No amendments were proposed.
  - Constitution to remain unchanged for the forthcoming year.
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## 8. Any Other Business

- No additional items were raised.
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## 9. Closure

There being no further business, the meeting closed with thanks to all attendees for their continued commitment to the Daycare provision.

**LLANDRILLO AFTER SCHOOL GROUP**  
**Year End 05/04/2025**

**Income & Expenditure Account**

|                                  | <u>2025</u>                   | <u>2024</u>                  |
|----------------------------------|-------------------------------|------------------------------|
| <u>Income</u>                    |                               |                              |
| Fees Received                    | 122,431.35                    | 112,250.39                   |
| Council receipts                 | 91,607.50                     | 88,452.50                    |
| Refund                           | 880.68                        | 2,723.34                     |
| Bank Interest Received           | 659.45                        | 630.72                       |
|                                  | <hr/>                         | <hr/>                        |
|                                  | 215,578.98                    | 204,056.95                   |
| <br><u>Expenditure</u>           |                               |                              |
| Food                             | 8,871.59                      | 8,207.55                     |
| Trips & Activities               | 260.00                        | 4,453.40                     |
| Purchases incl Equipment         | 7,279.95                      | 5,282.12                     |
| Wages                            | 160,324.93                    | 138,878.24                   |
| Pensions                         | 2,209.16                      | 1,916.09                     |
| Pension Charges                  | 288.00                        | 288.00                       |
| Postage & Stationary             | 16.20                         | 5.37                         |
| Subscriptions                    | 1,947.04                      | 1,219.69                     |
| Accountancy                      | 1,776.48                      | 2,650.74                     |
| Bank charges                     | 60.00                         | 72.58                        |
| Cleaning                         | 2,940.67                      | 4,574.77                     |
| Repairs and Renewals             | 42,249.82                     | 38,344.51                    |
| Sundry Expenses                  | <hr/>                         | <hr/>                        |
|                                  | 228,223.84                    | 205,893.06                   |
| <br>Surplus/Deficit for the year | <br><u><u>- 12,644.86</u></u> | <br><u><u>- 1,836.11</u></u> |

**Balance Sheet**

|                              |                          |                          |
|------------------------------|--------------------------|--------------------------|
| After School Club Account    | 71,735.95                | 79,406.83                |
| Holiday Club Account         | 35,106.33                | 34,446.88                |
| Cash                         | 56.76                    | 56.76                    |
|                              | <hr/>                    | <hr/>                    |
|                              | 106,899.04               | 113,910.47               |
| <br>Creditors                |                          |                          |
| Accounts                     | - 840.00                 | Accounts - 840.00        |
| Pensions                     | - 391.06                 | Pensions - 401.46        |
| PAYE                         | - 5,643.83               |                          |
|                              | <hr/>                    | <hr/>                    |
|                              | - 6,874.89               | - 1,241.46               |
|                              | <u><u>100,024.15</u></u> | <u><u>112,669.01</u></u> |
| <br>Accumulated funds b/f    | 112,669.01               | 114,505.12               |
| Surplus/Deficit for the year | - 12,644.86              | - 1,836.11               |
| <br>Accumulated Funds        | <u><u>100,024.15</u></u> | <u><u>112,669.01</u></u> |

**SALISBURY & COMPANY**  
**ST. ASAPH**  
**December 2025**

**CHARTERED ACCOUNTANTS**



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Ysgol Llandrillo yn Rhos Daycare

On accounts for the year  
ended

05/04/2025

Charity no  
(if any)

1187066

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **05/04/2025**.

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 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.

Signed:

Date:

19/11/2025

Name:

Jeremy Salisbury FCA

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

ICAEW No 7880029

Address:

Irish Square

St Asaph

**Section B****Disclosure**

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

Give here brief details of any items that the examiner wishes to disclose.