

CYLCH MEITHRIN LLANGELYNNIN

England & Wales · Charity number 1190472

Details

Status Registered

Legal form CIO

Registered 2020-07-20

Register [View on the Charity Commission register](#)

Contact

Address Cylch Meithrin Llangelynnin
Henryd Community Hall
Ysgol Llangelynnin
Henryd
Conwy
LL32 8YB

Phone 01492596195

Email cmllangelynnin@outlook.com

Activities

Objects: TO ADVANCE THE EDUCATION OF PRE-SCHOOL CHILDREN THROUGH THE MEDIUM OF WELSH LANGUAGE WITHIN HENRYD, CONWY, AND THE SURROUNDING AREAS.

Activities: We aim to provide quality Welsh-medium sessional and early years care to boys and girls between the ages of 2 years and school nursery age. We are open every weekday during School term time between the hours of 9:00am and 3:00pm, with a shorter session for our youngest children (up to 30 months of age) which finishes at 11:00am.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training
- **Who:** Children/young People

Geography

- Conwy

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	-	-	-	-
2024-03-31	£37,091	£32,755	-	-
2023-03-31	£38,941	£32,714	-	-
2022-03-31	£25,257	£26,403	-	-
2021-03-31	£23,815	£16,426	-	-

Trustees

Name	Role	Appointed
Gwilym Rhys Prydderch		2026-03-04
Llinos Medi Murtha		2026-03-04
Mererid Wyn Edwards		2026-03-04

CYLCH MEITHRIN LLANGELYNIN

England & Wales - Charity number 1190472

Accounts



Trustees' Annual Report for the period

From 1 April 2023 To 31 March 2024

Charity name: CYLCH MEITHRIN LLANGELYNNIN

Charity registration number: 1190472

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The purpose of Cylch Meithrin Llangelynnin is to advance the education of pre-school children in Henryrd, Conwy, and the surrounding area through the medium of the Welsh language. This is done by:</p> <ul style="list-style-type: none">a) Providing and presenting safe and satisfying play and activitiesb) Arranging other charitable activities in order to help parents support their children, andc) Promoting the aims of Mudiad Meithrin and presenting them to parents/guardians, encouraging them send their children on to Welsh medium education
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The Cylch Meithrin provides pre-school education and care to children aged 2 to 4 years old through the medium of Welsh. A board of Trustees / voluntary management committee manage the Cylch Meithrin providing line management and support to staff. The Cylch Meithrin is registered by CIW and the last inspection date was on 23 May 2024. We were also inspected by Estyn on 23 May 2024. The Cylch's aim is to provide every child and family with the opportunity to learn new experiences through the medium of Welsh offering them a sound foundation on their journey to a bilingual education and life. This is achieved through various activities that promote children's physical, creative, personal and social skills as well as developing their numeracy and linguistic skills. The majority of children that attend the Cylch come from non-Welsh speaking homes and parents and their families are given every opportunity and encouragement to learn Welsh with their children. This is achieved through signposting them to local Welsh language courses, encouraging family activities at home e.g. projects that encourage families to learn together. The Cylch employs two substantive members of staff, both of whom hold a childcare qualification and are responsible for the day to day running of the Cylch. Cylch is open 5 days a week and provides a range of activities for children and families including joint fundraising</p>

		activities with the local primary School. Our Cylch is a not for profit organisation which solely relies on parents paying a fixed fee per session that ensures the sustainability of the Cylch. We are also registered to supply childcare under the 30-Hour Childcare Scheme. All fees pay for running costs including wages and resources. The Cylch prides itself on their solid partnership working within the community, working closely with the local school, Mudiad Meithrin, local businesses and organisations such as the local Library and Welsh medium schools ensuring that the young children have a smooth transition from one setting to another. A voluntary management committee manage the Cylch Meithrin and members of the committee consist of parents and members from the wider community.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All Trustees received emails from the Charity Commission outlining responsibilities and where to find further information.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	Not applicable
Other		

Achievements and Performance

	SORP reference	
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<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>Cylch Meithrin Llangelynnin has provided early years education through the medium of Welsh to a number of local families throughout this period, all of which have progressed to the local Welsh Primary School or are expected to do so in the coming Academic Years.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	<p>Not applicable</p>
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	<p>Not applicable</p>
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	<p>Not applicable</p>
<p>Other</p>		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Profit made against expenditure of approx.. 12.5%
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	No reserves held
Amount of reserves held	Para 1.22	0
Reasons for holding zero reserves	Para 1.22	There are no future plans or projects that will need a large sum of money, only day to day running costs.
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No concerns.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our main source of income came from the Welsh Government 30-Hour Childcare Scheme.
Investment policy and objectives including any social investment policy adopted	Para 1.46	None
A description of the principal risks facing the charity	Para 1.46	Main risks will come from the cost of living crisis, leading to fewer families needing our services. However, the 30-Hour Funded Childcare Scheme has proved beneficial in this area and is expected to continue.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (constitution, trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post	Para 1.25	Elected at AGM

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustees are also Committee members.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We have a Management Committee and a Registered/Responsible Individual.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	CYLCH MEITHRIN LLANGELYNNIN
Other name the charity uses	CYLCH MEITHRIN HENRYD (1055991)
Registered charity number	1190472
Charity's principal address	CM Llangelynnin Henryd Community Hall Ysgol Llangelynnin Henryd Conwy LL32 8YB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dawn Heginbotham	Trustee and Registered / Responsible Person	24 May 2023	Management Committee
2	Kelly Fedrick	Trustee and Employee	24 May 2023	Management Committee
3	Helen Parry	Trustee and Management Committee Chairperson	24 May 2023	Management Committee
4	Faye Walsh	Trustee and Management Committee Treasurer	24 May 2023	Management Committee
5				
6				
7				
8				
9				
10				
11				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Dawn Heginbotham

Full name(s)

Dawn Heginbotham

**Position (eg Secretary,
Chair, etc)**

Trustee and Registered /
Responsible Person

Date

24 January 2025

DRAFT BALANCE SHEET**2023/24****ACTUAL****INCOME DETAILS**

MM Grant	301.38
Sust Grant CCBC	1000
3yF Grant CCBC	2750
30 Hr Grant (WG)	19983.25
JRS Grant (furlough)	0
Training Grant	35
Helping Hands	0
Fees	6922.58
Fundraising	18.41
Donations	0
Other	6080
INCOME TOTAL	37090.62

EXPENDITURE DETAILS

Ll/inet	538.01
Salaries	30149.4
Rent	0
MMReg and Payroll	377.5
Equipment	422.08
Food	462.24
Fundraising	0
F'r Activity	0
Refund of fees	17
Other	931.53
EXPEND TOTAL	32897.76
AMENDMENTS AS SHOWN BELOW	143.06
AMENDED EXPEND TOTAL	32754.7
YEAR SURPLUS	4335.92

NOTES

INCOME	BANK STATEMENTS	37090.62	
	SPREADSHEET	37090.62	
EXP	BANK STATEMENTS	32754.7	32754.7
	SPREADSHEET	32897.76	32897.76
	DIFFERENCE	143.06	143.06
EXP	THREE PAYMENTS NOT BANKED		113.66
	DIFFERENCE		29.4
	FROM DIFFERENT FINANCIAL YEAR		0

Compiled by Dawn Heginbotham
Approved by Faye Walsh 29.1.25

Elusen Gofrestredig 1190472 Elusen Gofrestredig

I can confirm that the Accounts Summary for the Financial Year 2023-2024 are a true and accurate record of the accounting information held by Cylch Meithrin Llangelynnin.

These accounts were compiled by Dawn Heginbotham and checked by Faye Walsh (Treasurer).

Name: **BETHAN OWEN**

Signed: *Bethan Owen*

Position in Charity: **NONE**

Date: **30/1/25**

CYLCH MEITHRIN LLANGELYNIN

England & Wales - Charity number 1190472

Accounts



Trustees' Annual Report for the period

From 1 April 2022 To 31 March 2023

Charity name: CYLCH MEITHRIN LLANGELYNNIN

Charity registration number: 1190472

Objectives and Activities

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		children and families including joint fundraising activities with the local primary School. Our Cylch is a not for profit organisation which solely relies on parents paying a fixed fee per session that ensures the sustainability of the Cylch. All fees pay for running costs including wages and resources. The Cylch prides itself on their solid partnership working within the community, working closely with the local school, Mudiad Meithrin, local businesses and organisations such as the local Library and Welsh medium schools ensuring that the young children have a smooth transition from one setting to another. A voluntary management committee manage the Cylch Meithrin and members of the committee consist of parents and members from the wider community.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
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Contribution made by volunteers	Para 1.38	Not applicable
Other		

Achievements and Performance

	SORP reference	
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<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>Cylch Meithrin Llangelynnin has provided early years education through the medium of Welsh to a number of local families throughout this period, all of which have progressed to the local Welsh Primary School or are expected to do so in the coming Academic Years.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	<p>Not applicable</p>
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	<p>Not applicable</p>
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	<p>Not applicable</p>
<p>Other</p>		

Financial Review

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Amount of reserves held	Para 1.22	0
Reasons for holding zero reserves	Para 1.22	There are no future plans or projects that will need a large sum of money, only day to day running costs.
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Additional information (optional)

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Other		

Structure, Governance and Management

Description of charity's trusts:		
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How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post	Para 1.25	Elected at AGM

Additional information (optional)

You may choose to include further statements where relevant about:

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The charity's organisational structure and any wider network with which the charity works	Para 1.51	We have a Management Committee and a Registered/Responsible Individual.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	CYLCH MEITHRIN LLANGELYNNIN
Other name the charity uses	CYLCH MEITHRIN HENRYD (1055991)
Registered charity number	1190472
Charity's principal address	CM Llangelynnin Henryd Community Hall Ysgol Llangelynnin Henryd Conwy LL32 8YB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dawn Heginbotham	Trustee and Registered / Responsible Person	24 May 2023	Management Committee
2	Kelly Fedrick	Trustee and Employee	24 May 2023	Management Committee
3	Helen Parry	Trustee and Management Committee Chairperson	24 May 2023	Management Committee
4	Faye Walsh	Trustee and Management Committee Treasurer	24 May 2023	Management Committee
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Dawn Heginbotham

Full name(s)

Dawn Heginbotham

Position (eg Secretary,
Chair, etc)

Trustee and Registered /
Responsible Person

Date

29 January 2024

BALANCE SHEET**2022/23****ACTUAL****INCOME DETAILS**

MM Grant	2926.81	
Sust Grant CCBC	3000	
3yF Grant CCBC	2230	
30 Hr Grant (WG)	21999.28	
JRS Grant (furlough)	0	
Training Grant	245	
Helping Hands	0	
Fees	3396	
Fundraising	5	
Donations	0	
Other	5138.54	
INCOME TOTAL	38940.63	13683.25

EXPENDITURE DETAILS

Bank (BT)	470.02	
Salaries	25048.49	
Rent	501	
MMReg and Payroll	352.5	
Equipment	4733.84	
Food	377.72	
Fundraising	0	
F'r Activity	0	
Refund of fees	0	
Other	1230.36	
EXPEND TOTAL	32713.93	
AMENDMENTS AS SHOWN BELOW	160.24	
AMENDED EXPEND TOTAL	32553.69	
YEAR SURPLUS	6386.94	

NOTES

INCOME	BANK STATEMENTS	38940.63
	SPREADSHEET	38940.63
EXP	BANK STATEMENTS	32553.69
	SPREADSHEET	32713.93
	DIFFERENCE	160.24
	FROM DIFFERENT FINANCIAL YEAR	

Compiled by Dawn Heginbotham

Approved by Faye Walsh

Elusen Gofrestredig 1055991 Elusen Gofrestredig

I can confirm that the Accounts Summary for the Financial Year 2022-2023 are a true and accurate record of the accounting information held by Cylch Meithrin Llangelynnin.

These accounts were compiled by Dawn Heginbotham and checked by Faye Walsh (Treasurer).

Name: *BETHAN OWEN*

Signed: *Bethan Owen*

Position in Charity: *NONE*

Date: *30/1/25*

CYLCH MEITHRIN LLANGELYNIN

England & Wales - Charity number 1190472

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2021		31	03	2022

Section A Reference and administration details

Charity name CYLCH MEITHRIN LLANGELYNIN

Other names charity is known by

Registered charity number (if any) 1190472

Charity's principal address
 HENRYD COMMUNITY HALL,
 YSGOL LLANGELYNIN, HENRYD
 CONWY
Postcode LL32 8YB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dawn Heginbotham	Registered Person		
2	Suzanne Hunt	Trustee		
3	Nia Duggan	Trustee		
4	Elly Jones-Hughes	Trustee		
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17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
As above	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	APPOINTED BY MANAGEMENT COMMITTEE

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

- To provide every young child in Wales with an opportunity to benefit from early years services and experiences through the medium of Welsh.
- To provide a secure and happy environment, rich in a variety of rewarding and carefully planned experiences, planned in accordance with the Curriculum for Wales.
- To provide a service which reflects the linguistic and cultural nature of the local school and the surrounding area.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Cylch works and plans in accordance with the principles of the Curriculum for Wales for Non-Maintained Settings. This means that children will be given more opportunities to explore the world around them and to understand how things work through engaging in relevant practical activities which are fun and enjoyable and relevant to their development stages. The Curriculum places greater emphasis on experimental learning, active involvement and developing each child's:

- skills and understanding
- personal, social, emotional, physical and intellectual well-being, so as to develop the whole child
- positive attitudes to learning so that they enjoy it and will want to continue with their education for longer
- self-esteem and self-confidence to experiment, investigate, learn new things and form new relationships
- creative, expressive and observational skills to encourage their development as individuals with different ways of responding to experiences
- activities in the outdoors where they have first-hand experience of solving real-life problems and learn about conservation and sustainability.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Cylch provided pre-school education for a number of children from local families during this period, and remains in a comfortable financial position to continue this work. The children that attend our setting will all go on to attend our local village primary school, taking with them with a good knowledge of the Welsh language and familiarity with their surroundings, thus making the transition to Primary education significantly easier.

Brief statement of the charity's policy on reserves

No Policy.

Details of any funds materially in deficit

Small deficit this year, but of no concern.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We have received many Grants this financial period, to help with the additional costs of cleaning, due to the Covid-19 Pandemic, and additional resources. The Grants were purpose-specific and were spent within the guidelines given by the LEA, with receipts supplied for auditing purposes.

Section F Other optional information

[Empty box for Section F content]

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	D A Heginbotham	
Full name(s)	Dawn Amanda Heginbotham	
Position (eg Secretary, Chair, etc)	Registered Person	
Date	10 January 2023	

BALANCE SHEET**2021/22****ACTUAL****INCOME DETAILS**

MM Grant	0
Sust Grant CCBC	3000
3yF Grant CCBC	2275
30 Hr Grant (WG)	12622.78
JRS Grant (furlough)	0
Training Grant	300
Helping Hands	0
Fees	2869.6
Fundraising	100
Donations	0
Other	4090
INCOME TOTAL	25257.4

EXPENDITURE DETAILS

Bank (BT)	428.68
Salaries	21401.44
Rent	501
MMReg and Payroll	247.5
Equipment	3057.71
Food	232.53
Fundraising	0
F'r Activity	0
Refund of fees	0
Other	534.06
EXPEND TOTAL	26402.9
YEAR SURPLUS	-1145.54
CASH AT YEAR START	10737.98
CASH AT YEAR END	9592.44

ACTUAL BANK BALANCE	9510.51
PETTY CASH DEBIT	0
ACTUAL CASH AT YEAR END	9510.51



Elusen Gofrestredig 1055991 Elusen Gofrestredig

Cylch Meithrin Llangelynnin
Canolfan Gymunedal Henryd
Henryd Community Hall
Ysgol Llangelynnin
Henryd
Conwy LL32 8YB

THE ACCOUNTS FOR THE PERIOD 1 APRIL 2021 TO 31 MARCH 2022
HAVE NOT BEEN SUBJECT TO EXTERNAL AUDITING.

PLEASE NOTE THAT THIS CHARITY IS NOW ALSO REGISTERED
UNDER CHARITY NO 1190472.

CYLCH MEITHRIN LLANGELYNIN

England & Wales - Charity number 1190472

Accounts

ANNUAL REVIEW

**CYLCH MEITHRIN LLANGELYNNIN
HENRYD COMMUNITY HALL
YSGOL LLANGELYNNIN
HENRYD
CONWY LL32 8YB**

**tel: 01492 596195
email: cmllangelynnin@outlook.com**

GENERAL INFORMATION

Mudiad Meithrin is the leading Welsh-medium early years childcare and education provider in Wales. With 180 professional staff working on a national level, the Cylch can draw on the experience of staff from across Wales.

Cylch Meithrin Llangelynnin's priority is the happiness and safety of each child - our homely and happy environment offers the best possible care, and the chance for each child to learn and to develop to its full potential. The setting offers toys and resources of the highest standard, appropriate to the children's needs, development and ages. Children over the age of 2½ are introduced to activities which promote the age 3-7 Foundation Phase (the national early years curriculum) in order to ensure the best possible start to their education. We plan our outdoor play areas carefully, in order to create opportunity and place emphasis on outdoor activities.

Qualified and experienced staff are responsible for ensuring that each child receives appropriate, tender care. Each child's individual needs and development is taken into consideration, including the need to socialise, learn and play.

MANAGEMENT COMMITTEE

Role	Name	Contact
Chairperson	Nia Duggan	Through Meithrin
Treasurer	Suzanne Hunt	Through Meithrin
Secretary	Nicky Bell Fryer	Through Meithrin

STATEMENT OF PURPOSE

Aims and Objectives

Cylch Meithrin Llangelynnin aims to provide quality Welsh-medium sessional and early years care to boys and girls between the ages of 2 ½ and school nursery age.

Number of Children

The Cylch has the right to accept 15 boys and girls.

Opening Hours

The provision will be open for sessions for Meithrin Mwy children from 11:15am to 3:00pm (this will include supervised lunch) and they will be joined by Meithrin children from 1:00pm to 3:00pm, Monday to Friday, for 39 weeks of the year, excepting Bank Holidays and school holidays appointed by the county council in which the cylch is located.

Registered Person/ Responsible Individual - Dawn Heginbotham

Staff

Our service is provided by dedicated and qualified staff. We arrange in-work training to make sure that they have the knowledge and skills necessary to provide the highest standards of education and care.

Name	Role	Qualification / Working Towards
Dawn Heginbotham	Leader / Person in Charge	NVQ Level 4 CCLD
Carol Williams	Permanent Assistant	NVQ Level 3 CCLD
Kelly Fedrick	Assistant	NVQ Level 3 Playwork

In the absence of the Leader, the permanent Assistant will become the Person in Charge and will take responsibility under the Safeguarding Policy and for the running of the session.

Registration

Cylch Meithrin Llangelynnin is registered with the Care Inspectorate Wales (CIW) to admit 15 children.

The address for their nearest Office:

CIW North Wales Region
Welsh Government Office

Sarn Mynach
Llandudno Junction
Conwy
LL31 9RZ

Phone: 0300 7900126

E-mail: AGC@llyw.cymru / CIW@gov.wales

Cylch is also governed by and Inspected by Estyn. Our last Inspections by CIW and Estyn were 5+ years ago. We also work closely with the Early Years Link Teachers Team from Conwy Local Education Authority.

Charitable Status

We are Registered as an ICO – Charity No 1190472. Our Trustees are:-

Dawn Heginbotham
Suzanne Davies
Nia Duggan
Elly Jones-Hughes.

Admission

The Cylch conforms to the registration conditions set out by the Children's Act 1989 regarding the age and number of children permitted. A copy of the policy is available from the Cylch. Parents must have completed the registration forms and contract forms prior to their child/children beginning at the Cylch.

No child will be released to an adult unless they are identified on the child's collection form. Staff must be fully advised about any changes to the expected routine when the parent(s) brings the child to cylch.

As of 30 January, Cylch has 12 children on our Register, 10 of whom are Meithrin Mwy and attend the attached Primary Scholol (Ysgol Llangelynnin), with a further two children due to start with us during February.

Funded Early Education.

Funding may be available for children in the term following their third birthday – further details are available from the Cylch. We accept children under the 30-Hour Childcare Scheme, currently available to eligible families of children from 3 years of age.

As of 30 January, we have eight children whose families have taken advantage of the 30-Hour Childcare Funding, and four families who pay for the fees themselves. This Scheme has been hugely beneficial, not only to the financial situation of the Cylch but it has also offered families the chance to enrol their children on more sessions with Cylch than they maybe otherwise would have done.

Language

The Cylch operates through the medium of Welsh, but children from any linguistic background are welcome to join us. The Cylch follows the Immersion methodology.

The Cylch is working with Croesi'r Bont, the Welsh Language Education branch of Mudiad Meithrin. Although the Pandemic has limited face to face contact with our Support Officer, contact has been maintained via telephone updates and emails and we are looking forward to welcoming our Support Officers back to Cylch from February, if restrictions allow.

Child Protection

In accordance with Cylch Meithrin Llangelynnin's Child Protection/Safeguarding Policy, we draw your attention to the fact that our staff have a duty to convey any suspicion of child abuse to Social Services, NSPCC or the Police.

Excerpt from the Policy:

If the Leader/staff suspects that a child is being abused, owing to signs of physical abuse, behavioural indicators or an accusation from the child, then the Cylch's Leader will directly inform the Duty Officer of the local Social Services and/or the Police or NSPCC. It is the Leader's responsibility to confirm this in writing within 48hours. They will also inform the Cylch's Registered Person and CIW.

Additional Needs

Cylch Meithrin Llangelynnin is committed to providing appropriate support which meets the needs of each child. We collaborate with the Conwy Referral Scheme and the County's Early Education team to ensure that all boys and girls using our service can access it with ease.

Facilities

Facilities offered to children and their families include:

- A room designed to create a motivational and purposeful environment
- A kitchen to provide snacks for the children
- Designated Meithrin toilets
- Use of the big hall
- The chance to play outside
- A chance to play on local playing fields

Resources

The Cylch has a variety of high-quality equipment designed to promote learning through play. The Cylch offers a homely and welcoming atmosphere, designed to promote children's development.

Activities

Cylch Meithrin Llangelynnin's priority is the happiness of each child. Care is provided in a secure and encouraging environment, where children can take

advantage of a wide range of activities and play experiences designed to teach and develop them to their full potential.

The Cylch is an Early Education provider and follows the Foundation Phase principles in order to ensure that each child has the best possible start to their care and education. The Cylch will be inspected by Estyn and CIW for the purpose of quality assurance.

There are opportunities for children to:

- Play and socialise with other children
- Learn through play, indoors and out of doors
- Read stories, sing and dance

Cylch staff are looking forward to the changes that we face with the new Curriculum. Training is already under-way, and we are in regular contact with our Early Years Link Teacher who is providing invaluable help and advice in helping us to prepare.

Healthy Eating

We will provide a drink of milk or water to your child during the session, as well as a healthy and nutritious snack.

Our Leader holds a Level 2 Qualification in Early Years Nutrition – updated in January 2022.

Parents / Carers

The Cylch supports the principle of seeking the parents’/carers’/children’s opinion about the service provided, in order to ensure that it is always of the highest standard. We will review the service twice during the academic year, and there will be an opportunity for parents to participate in the process by completing the Service Evaluation Questionnaire.

Covid restrictions permitting, we will also hold a parents’ evening once a year, in order to share information with families regarding childrens’ activities, and to give you them the opportunity to discuss their child’s development and achievements within the Cylch Meithrin.

Medical Emergencies

Should a child require emergency medical treatment and should the Cylch be unable to contact the parent/s or other emergency contacts, then the Cylch will make the necessary arrangements to safeguard the child.

By signing the childcare agreement and the registration form, parents/carers authorise the Cylch to make any emergency medical arrangements necessary in the event of an emergency.

Compliments and Complaints Procedure

We welcome comments which enable us to improve our services. Parents/carers are informed of the compliments and complaints procedure before their child begins the Cylch.

Any complaints about any aspects of our work should be made, verbally in the first instance, to the Cylch's Leader. Should this not resolve the problem, then a more formal complaint may be made by writing to the Chairperson, who for this Cylch is Nia Duggan, at the above address; or else by writing the CIW at the address above.

The Cylch has received no complaints in the last 10+ years.

Health and Safety

The Cylch conforms to Health and Safety legislation requirements by doing everything that is practically possible to ensure the health and safety of everybody in the Cylch, e.g. sun protection, asthma, inspecting equipment, food hygiene etc.

The Cylch ensures that at least half of its staff possesses a relevant First Aid Certificate, and that they attend training regularly.

We arrange a yearly inspection of all electrical equipment, including fire extinguishers.

Emergencies

Should there be an emergency in the Cylch we will act to ensure the safety of all children, and then contact their parents directly to come and collect them.

There may be certain situations in which it is necessary to close Cylch Meithrin Llangelynnin at short notice. Should this occasion arise, staff will contact the parents/carers named on the Child Registration Form (P1), giving as much notice as possible.

Should we need to close owing to an emergency during the provision itself, staff will contact parents/carers using the emergency contact phone numbers provided. Staff will stay with children until they are collected.

Parents/carers will be contacted with a confirmation of the date of re-opening the provision.

Accidents

The Cylch Meithrin has an Accident Book and an Incident Book. If a child, worker or visitor to the Cylch is involved in an accident or serious incident, this must be reported to the Health and Safety Executive Body and CIW, in line with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) guidelines.

Bad Weather Arrangements

The Cylch Leader will contact the Chairperson early in the morning. The decision as to whether or not the Cylch will close will be dependent on whether or not the county decides to close schools, and whether staff members can reach the school. If the decision is taken to close the Cylch, then the Leader will contact parents via text, Facebook or phone call to inform them.

Should poor weather strike whilst the children are at the cylch, then the Leader must take the decision whether to close, keeping the following in mind:

Is it safe for parents to collect their children?

Can staff make it home from work?

Contact the parents as above.

GENERAL INFORMATION 2020 TO 2022

This has been a difficult time for the Cylch, who first of all wish to express their gratitude to the following people and organisations:

Meithrin families, for their continued support during the pandemic
Meithrin staff, for making the children feel welcome upon their return to Cylch and for their hard work ensuring that the children feel safe and secure in what has been a most uncertain time

The Meithrin Early Years Link Teacher, for maintaining contact and being a source of support both professionally and personally to Meithrin staff

Mudiad Meithrin and Croesi'r Bont staff, for supplying knowledge and a range of resources to help the staff and children

Conwy Council staff, within the Early Years sector, for keeping the staff and Committee updated on the ever changing rules and regulations.

Cylch Meithin Llangelynnin regrettably had to close their doors twice during the first year of the Pandemic. This decision was taken purely on a financial basis, as many families had decided to withdraw their children from the service and it was not viable to stay open. As can be seen from the Balance Sheet, the Cylch relied heavily on Grants to maintain their income, and is still in receipt of Grant income, using this to "rebuild" and to make sure that the children we look after receive the best care we are able to give them. Total grants received from Local and Welsh Government sources were £21000. This meant that other sources of funding came from fees which was only £2660.








The financial situation for 2021/2022 has stabilised and we are expected to be financially secure for the 2022/2023 financial year, so long as we do not have any extended periods of closure. The Job Retention Scheme was instrumental




in helping us to reopen Cylch in September 2020 and again helped us reopen in February 2021. We received £4500 under this scheme in the 2020-2021 financial year.

We have a large number of children on the Register this year, and have a minimum of six children needing places from September 2022, many of which will be funded under the 30-Hour Childcare Scheme.

Staff are currently undergoing training on the requirements of the new Curriculum and will shortly be entering the transition phase. Additional funding has been made available to help with the cost of training and in the purchase of new resources and staff are positive about the future changes. Mandatory and optional training is currently being provided with all courses apart from First Aid being online, and staff are currently receiving training on the new ALN Code.

RHESTR O BOLISIAU CYFREDOL CYLCHOEDD MEITHRIN (Mawrth 2021)
LIST OF CURRENT POLICIES FOR CYLCHOEDD MEITHRIN (March 2021)

POLISI / POLICY	
<p>Awgrymw'n i chi gael gwared ar hen bolisiau a enwir isod, a mabwysiadu'r rhai newydd yn eu lle i'ch Cylch. <i>We advise that you replace the old policies listed below and adopt the revised versions for your Cylch.</i></p>	
CAMDDEFNYDD ALCOHOL A CHYFFURIAU (2018) <i>MISUSE OF ALCOHOL AND DRUGS (2018)</i>	Cadw - Dim newid <i>Keep - No change</i>
AMDDIFFYN RHAG YR HAUL (2013-COVID) <i>SUN PROTECTION (2013-COVID)</i> 	Cadw - Dim newid <i>Keep - No change</i>
ANIFEILIAID YN Y LLEOLIAD (2019) <i>ANIMALS AT THE SETTINGS (2019)</i>	Cadw - Dim newid <i>Keep - No change</i>
ASTHMA (2019-COVID) <i>ASTHMA (2019-COVID)</i> 	yn lle'r Polisi Asthma 2013 <i>replaces the 2013 Asthma Policy</i>
BRECHU YMARFERWYR (2021) PRACTITIONER VACCINATION (2021)	Newydd - I'w hychwanegu New - To add
BYW'N IACH: BWYTA'N IACH A CHADW'N HEINI (2019-COVID) <i>HEALTHY LIVING:HEALTHY EATING AND KEEPINGFIT(2019-COVID)</i> 	yn lle'r Polisi Byw'n Iach a Chadw'n Heini 2013 <i>replaces the 2013 Healthy Eating and Keeping Fit Policy</i>
CADW PLANT RHAG CRWYDRO / PLENTYN AR GOLL (2017) <i>PREVENTING CHILDREN FROM WANDERING / LOST CHILD (2017)</i>	Cadw - Dim newid <i>Keep - No change</i>
CANMOL A CHWYNO (2018) <i>COMPLIMENTS AND COMPLAINTS (2018)</i>	Cadw - Dim newid <i>Keep - No change</i>
CHWYTHU'R CHWIBAN (2013) <i>WHISTLEBLOWING (2013)</i>	Cadw - Dim newid <i>Keep - No change</i>
CLOI'R CYLCH - DIGWYDDIAD O ARGYFWNG (2019-COVID) LOCKDOWN POLICY -IN EVENT OF EMERGENCY (2019-COVID) 	Newydd Medi 2019 New Sep 2019
CLUDO A THROSGLWYDDO PLANT (2017-COVID) <i>TRANSPRTING AND TRANSFERRING CHILDREN (2017-COVID)</i> 	Cadw - Dim newid <i>Keep - No change</i>
CYDRADDOLDEB AC AMRYWIAETH (2020) EQUALITY AND DIVERSITY (2020)	Diweddariad - angen newid Update - need to change
CYFRINACHEDD A DIOGELU DATA (21.08.2019-COVID) CONFIDENTIALITY AND DATA PROTECTION (21.08.2019-COVID) 	Diweddariad - angen newid Update - need to change
CYNHWYSIANT A CHYFLE CYFARTAL (2020-COVID) INCLUSION AND EQUAL OPPORTUNITIES (2020-COVID) 	Diweddariad - angen newid Update - need to change
DELWEDDAU DIGIDOL (Lluniau a Fideos) (2018) <i>DIGITAL IMAGES (Pictures and Videos) (2018)</i>	Cadw - Dim newid <i>Keep - No change</i>
DERBYN (2013)	Cadw - Dim newid

ADMISSIONS (2013)	Keep - No change
DI-FWG (2019) SMOKE-FREE (2019)	Diweddariad - angen newid Update - need to change
DIOGELU PLANT PLANT (2021-COVID) CHILD SAFEGUARDING (2021-COVID) 	yn lle'r Polisi Amddiffyn Plant 2017 replaces the 2017 Child Protection Policy
E-DDIOGELWCH (2017) E-SAFETY (2017)	Cadw - Dim newid Keep - No change
GADAEL A CHASGLU PLANT (2017-COVID) LEAVING AND COLLECTING CHILDREN (2017-COVID) 	Cadw - Dim newid Keep - No change
GWEITHIO AR EICH PEN EICH HUN (2017-COVID) LONE WORKING (2017-COVID) 	Cadw - Dim newid Keep - No change
POLISI GWIRFODDOLI (2020) VOLUNTEERING POLICY (2020)	Newydd New
YR IAITH GYMRAEG (2019) THE WELSH LANGUAGE (2019)	yn lle'r Polisi Yr Iaith Gymraeg 2013 replaces the 2013 Welsh Language Policy
IECHYD, DIOGELWCH A LLES (2017) HEALTH, SAFETY AND WELFARE (2017)	Cadw - Dim newid Keep - No change
MEDDYGINIAETH (2020) MEDICATION (2020)	Diweddariad - angen newid Update - need to change
NEWID CLWT/CEWYN (2017-COVID) NAPPY CHANGING (2017-COVID) 	Cadw - Dim newid Keep - No change
SALWCH, AFIECHYDON HEINTUS A DAMWEINIAU (2017-COVID) ILLESS, INFECTIOUS DISEASES AND ACCIDENTS (2017-COVID7) 	Cadw - Dim newid Keep - No change
STAFFIO (2013) STAFFING (2013)	Cadw - Dim newid Keep - No change
YMDDYGIAD CADARNHAOL (2017) POSITIVE BEHAVIOUR (2017)	Cadw - Dim newid Keep - No change
YMWYBYDDIAETH AMGYLCHEDDOL (2019) ENVIRONMENTAL AWARENESS (2019)	Newydd - I'w hychwanegu New - To add
POLISI CAU'R CYLCH DROS DRO (2020) TEMPORARY CLOSURE OF CYLCH POLICY (2020)	Newydd New
POLISI PROFION ASYMPTOMATIG AR GYFER COVID-19 (2021) ASYMPTOMATIC COVID-19 TESTING POLICY (2021)	Newydd - I'w hychwanegu New - To add

BALANCE SHEET**2019/20 2020/21****ACTUAL ACTUAL****INCOME DETAILS**

MM Grant	0	3931
Sust Grant CCBC	3000	3000
3yF Grant CCBC	1500	2385
30 Hr Grant (WG)	10185.42	2670.78
JRS Grant (furlough)	0	4505.85
Training Grant	130	30
Helping Hands	0	0
Fees	3761.6	2668.6
Fundraising	0	0
Donations	12.3	0
Other	10	4623.63
INCOME TOTAL	18599.3	23814.9

EXPENDITURE DETAILS

Bank (BT)	368.17	396.11
Salaries	14659.05	14938.04
Rent	534	0
MMReg and Payroll	530	220
Equipment	300.1	43.55
Food	307.8	91.04
Fundraising	0	0
F'r Activity	0	0
Refund of fees	39.2	0
Other	821.09	737.39
EXPEND TOTAL	17559.4	16426.1
YEAR SURPLUS	1039.91	7388.73
CASH AT YEAR START	2099.94	2788.53
CASH AT YEAR END	2788.53	10177.3

ACTUAL BANK BALANCE	10913.37
PETTY CASH DEBIT	175.39
ACTUAL CASH AT YEAR END	10738