



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 05/10/2021
31/08/2022

Period start date To
Period end date

Charity name: Cylch y Coed

Charity registration number: 1196041

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><u>Aims & Objectives</u></p> <p>The aim of Cylch Y Coed is to provide children in North-East Cardiff with the opportunity to benefit from early years services and experiences through the medium of Welsh in a happy, safe and friendly environment.</p> <p><u>Statement of Values</u></p> <p>Cylch Meithrin Y Coed believes that every child has the right to:</p> <p>Receive care, love and respect. Receive appropriate attention and support in order to meet his/her particular needs. Benefit from all play opportunities. Receive guidance which will enable him/her to become a full member of society. Be stimulated in order that he/she develops to his/her full potential. Benefit from nursery experiences through the medium of Welsh. Be treated as an equal regardless of race, colour, religion, nationality or social background.</p> <p>The Cylch Meithrin will work in partnership with parents to promote these values.</p>
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>Cylch y Coed is a Cylch Meithrin (pre-school) providing sessional day care services to the local community.</p> <p><u>Admission</u></p> <p>The Cylch can admit up to 20 girls and boys at any one time aged 2 years until school age (usually the September following their 4th</p>

		<p>birthday). We operate in line with the Welsh Government's National Minimum Standards for Regulated Child Care regarding staff/child ratios.</p> <p>Service Days, Times & Fees Cylch Meithrin sessions are held Monday – Friday mornings between 09:15 – 12:15. The session fees were £13.50 from September 2021 – April 2022, later increased to £14.75 per session for the final Summer school term, namely the period April 2022 – July 2022. Cylch y Coed also operate a wraparound service to Ysgol Y Wern, a local primary school, at a price of £8 per day (which remained the same throughout the academic year). There is also a £10 annual registration fee payable in September each year. And finally a contribution of 0.25p per session is also included on the invoice in order to provide a healthy snack for the children. The Manager invoices for the fees at the beginning of each half term (6 half terms in total). Fees and times are subject to change and parents will be given 1-month's notice.</p> <p>Inclusion We work with Cardiff referral team to ensure that children with additional needs can be accommodated at the Cylch. This can include an additional member of staff, specialist equipment and/or help with transport. One member of staff is appointed as an Additional Needs Co-ordinator.</p> <p>Activities At the Cylch we broadly follow the Welsh Foundation Phase curriculum and a new educational theme is introduced each half term i.e. 'Me', 'Colours', 'The Autumn' etc and as part of our continuous provision, children have the opportunity to socialise with other children; learn through play inside and outdoors; play with sand, water, dough, home corner, jigsaws, toys, board games, bikes, etc; creative activities; listen to stories, sing & dance and have a break for a healthy snack. All parts of their daily activities are in line with the Foundation phase and activities are planned and provided based on the seven areas of learning, which</p>
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		<p>are:</p> <ul style="list-style-type: none"> • Language, literacy and communication • Mathematical development • Knowledge and understanding of the world • Personal and social development, well-being and cultural diversity • Physical development • Creative development • Welsh language development <p>Language</p> <p>For those children, whose first language is Welsh, we aim to broaden their language skills. For those children who have little or no Welsh at home, we use the immersion method whereby no English translation is given but the staff use images and objects along with language to explain what they are saying. Evidence tells us that this is the most successful way to teach Welsh to children and they begin to understand Welsh quite quickly, although may not speak Welsh for some time. English would be used to comfort a child if they are upset for any reason. Issues, including language development, are discussed in English with non-Welsh speaking parents and advice and support can be given upon request.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>All decisions made are made in line with the charities purpose, as noted above. The charity's purpose is simple seen as being their public's benefit, in that it provides an affordable educational setting for all.</p> <p>All decisions are made to minimise the risk of harm, with the position of children central and decisions made to benefit those children who attend Cylch. No wider risks to the public are seen from Cylch activities.</p> <p>As noted all decisions made are seen as consistent with Cylch's purpose. The fees applied are held as low as possible and noted as less than similar childcare provision. Where increases in fees are made 1 month notice is given and full transparency is applied for parents to understand the decisions taken. No trustees are given a salary for trustee work with all</p>

		income applied to the purposes of Cylch. No benefit attaches to the work of trustees with all resources applied for the purposes of Cylch.
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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	No grants are made by Cylch.
Policy on social investment including program related investment	Para 1.38	NA
Contribution made by volunteers	Para 1.38	While the primary work of Cylch is carried out by trained and paid staff in the provision of childcare, Cylch seeks the support of volunteers to deliver regular fundraising activities. All funds from such activities go to help resources the day-to-day purpose of Cylch. No volunteers are paid neither do volunteers claim any expenses.
Other		Cylch y Coed employ a manager to undertake the day-to-day management and administrative duties and qualified staff are employed to take care of the children during every session. However, Cylch y Coed is overseen by a committee of volunteers; we are run as a charity and aim to keep the costs as low as we can in order to provide affordable Welsh language childcare for parents. We are keen for parents, grandparents or guardians to be involved in the operational committee and help from everyone is required for fundraising activities throughout the year.

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>The impact of the Covid pandemic, whilst receding, was still present throughout much of the 2021/22 academic year with the remaining covid restriction for Wales only ending on 30 May 2022.</p> <p>That said Cylch y Coed was able to provide full childcare provision throughout 2021/22 with the ratios of staff/children maintained at the pre-covid level. Demand for the services of Cylch continue to grow albeit the provision of afternoon sessions was not re-established with only morning sessions provided.</p> <p>With the end of covid restrictions came the end of support for businesses earlier in the academic year with Cylch y Coed required to operate in a self-sustaining way raising all required funds itself. Throughout the period additional pressure was brought to bear with expenditure increasing mainly due to wages (living wage increases), pension costs and PAYE costs.</p> <p>Cylch y Coed continued to benefit from the Welsh Governments 30-hour free childcare scheme which has brought us more stability in terms of numbers attending and cashflow, albeit increases in support per hour from the Government has been slow over the period of the scheme and not in-line with increased costs experienced by Cylch y Coed.</p> <p>The volunteers achieved £2,491 of fundraising for the period. While this was welcomed it meant that Cylch Y Coed had to call on its cash reserves with the bank balance remaining low throughout the period with less than £1,000 on deposit at period end.</p> <p>However, despite the ongoing challenges faced Cylch y Coed delivered on its remit and to its purposes as laid out with 25 children on its books at the end of the 2021/22 academic year, with many of these returning the following academic year with others continuing their education having reached school age.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	NA - covered above
Performance of fundraising activities against objectives set	Para 1.41	A challenging year emerging from the remnants of the covid pandemic. Any and all fundraising was welcomed.
Investment performance against objectives	Para 1.41	NA
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At end August 2022 Cylch's resources remained depleted from our intended reserve position. This was unavoidable. The end August cash position is seen as the most challenging as salary costs are paid over a 12-month period, as averaged out for the 9 months accrued, with new fees for the 1 st Autumn Term only due in September.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Cylch y Coed's our policy is to aim to hold the equivalent sum of three months running costs as reserve. This was not possible at end August 2022, due in part to the use of reserves during the year following emergence from the covid pandemic.
Amount of reserves held	Para 1.22	£1,299
Reasons for holding zero reserves	Para 1.22	NA
Details of fund materially in deficit	Para 1.24	NA
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The charity will remain in a precarious position with a requirement to balance income and expenditure over a 12-month period. Uncertainties regarding the number of children along with the requirements to maintain ratios, which are lower for those of a younger age, add to the challenges faced. Support will be sought as required to ensure the ongoing viability throughout the subsequent academic and reporting period.

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	Parental fees and where children are 3 then support under the Childcare Offer Wales for the term after their 3 rd birthday.
Investment policy and objectives including any social investment policy adopted	Para 1.46	NA
A description of the principal risks facing the	Para 1.46	Two principal risks exist: 1) Risks relating to a childcare setting – to which Cylch y Coed follows all required laws and

charity		standards; 2) Going concern – to which Cylch y Coed seeks to balance income and expenditure and will seek wider support if its ongoing basis is challenged.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO – from 5 October 2021
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Volunteers with an election during an AGM where required.

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Affiliated with Mudiad Meithrin which acts as an umbrella or membership organisation. Cylch y Coed elects to join Mudiad Meithrin annually and pays a fee. Like all other 451 Cylch across Wales Cylch has its own separate constitution as a CIO. It is therefore its own legal entity but enjoys advice, assistance and help from Mudiad Meithrin as required.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Cylch y Coed
Other name the charity uses	NA
Registered charity number	1196041

Charity's principal address	Cylch Y Coed, Cyncoed Methodist Church, Westminster Crescent, Cyncoed, Cardiff CF23 6SE.

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	Tomos Morgan	Chairperson	Resigned July 2022	
2	Nia James	Secretary		
3	Catrin Alexander-Mitchell	Treasurer		
4	Kelly Holloway	Chairperson	Appointed July 2022	
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20				

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

Director name		
NA		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
NA		

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
NA		

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

NA

Exemptions from disclosure

Reason for non-disclosure of key personnel details

NA

Other optional information

NA

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

B Prosser

Full name(s)

Benjamin Prosser

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

Trustee and Treasurer

Date

30/06/02023

CYLCH Y COED
ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2022

Cylch Y Coed
Income and Expenditure Account
for the year ended 31 August 2022

		2022	2021
Income	£	£	£
Childcare - Parental Fees	26,510		25,506
Cardiff Council – Childcare Offer for Wales Fees	19,651		7,974
Fundraising	2,491		1,281
Donation	105		169
Coronavirus job retention scheme support	0		4,815
Mudiad grants	0		0
		48,757	39,745

Expenditure

Wages	40,206	45,747
Pension	2,054	1,613
Training	434	307
Cost of running the payroll	552	475
Wrap-around costs	1,953	311
Wrap-around grant released	0	-311
Rent	0	1,500
Play equipment & materials	2,903	511
“Office”	1,057	1,231
Children's food & snacks	412	321
Accountancy	420	350

Gardening	<u>0</u>	<u>225</u>
	<u>49,991</u>	<u>52,280</u>
Deficit for the year	<u>-1,234</u>	<u>-12,535</u>

Cylch Y Coed
Balance Sheet as at 31 August 2022

		2022	2021
Current Assets	£	£	£
Current account	773		2,224
Petty cash	526		567
Prepayments	0		0
Fees due at year end	<u>3</u>		<u>0</u>
		1,299	2,791
Creditors due within one year			
Deferred income:-			
- wrap-around grant received in advance	0		388
- wrap-around costs this year	0		-311
- fees in advance	<u>0</u>		<u>3,143</u>
	0		3,220
Accruals	0		3,609
PAYE	<u>0</u>		<u>230</u>
		0	7,059
Net liabilities/assets		<u>1,299</u>	<u>-4,268</u>
Reserves			
Opening at 5 October 2021		2,533 ¹	8,267
Surplus/deficit this year		<u>-1,234</u>	<u>-12,535</u>
At 31 August 2022		<u>1,299</u>	<u>-4,268²</u>

1 At transfer to Charitable Incorporated Organisation (CIO) status on 5 October 2021

2 At end 31 August 2021 – final set of accounts



Section A

Independent Examiner's Report

Report to the
trustees/ members
of

Charity Name
Cylch Y Coed

On accounts for the
year ended

31/08/2022

Charity
no (if
any)

1196041

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's
statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed: **R. Chambers**

Date: 30/06/2023

Name: Ricky Chambers

Relevant
professional

NA

**qualification(s) or
body (if any):**

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Address:

55 Maes Y Rhedyn

Bridgend

CF31 4FD

Section B

Disclosure

Only complete if the examiner needs to highlight 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.

One very minor thing of note. Total income for 2021 is £39,744 when calculated and says £39,745 on the sheet.