



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/09/2022

Period start date To 31/08/2023

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 &amp; 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. 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 birthday). We operate in line with the Welsh Government's National Minimum Standards for Regulated Child Care regarding staff/child ratios.</p>

		<p><b>Service Days, Times &amp; Fees</b>  Cylch Meithrin sessions are held Monday – Friday mornings between 09:00 – 12:30. The session fees were £29, to include childcare, wraparound and a contribution of 0.25p per session in order to provide a healthy snack for the children. Or £20 to include childcare and a snack contribution, but without the addition of wraparound and the additional time this requires. Fees remained the same throughout the academic year, with the increase from the 2021/22 academic year applied before the 1<sup>st</sup> Autumn 2022 term. Cylch y Coed's wraparound service is to Ysgol Y Wern, a local primary schools, at a price of £6.50 per day (which again remained the same throughout the academic year). There is also a £20 annual registration fee payable on first invoice. 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><b>Inclusion</b>  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><b>Activities</b>  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 &amp; 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 are:</p> <ul style="list-style-type: none"> <li>• Language, literacy and communication</li> <li>• Mathematical development</li> <li>• Knowledge and understanding of the world</li> <li>• Personal and social development, well-being and cultural diversity</li> <li>• Physical development</li> </ul>
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		<ul style="list-style-type: none"> <li>• Creative development</li> <li>• Welsh language development</li> </ul> <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 simply seen as acting in the 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 private child care provision. Where increases in fees are made 1 month's 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 income applied to the purposes of Cylch. Similarly no wider benefit attaches to the work of trustees with all resources applied for the purposes of Cylch.</p>

#### 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	Para 1.38	NA

including program related investment		
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 resource 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	
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.	Para 1.20	<p>Cylch y Coed was able to provide full childcare provision throughout 2022/23 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>Following covid support, which ended before Cylch 2022/23 financial year Cylch y Coed was 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 (linked to national minimum wage increases) and pension 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</p>

		<p>Cylch y Coed.</p> <p>The volunteers achieved £1,115 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 £1,761 on deposit at period end (cash balance less deferred income relating to fees received in advance).</p> <p>However, despite the ongoing challenges faced Cylch y Coed delivered on its remit and to its purposes as laid out with 24 children on its books ready for the start of the 2023/24 academic year, with many of these returning from the previous academic year with others who have left 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 with pressures on fundraising activities felt. 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 2023 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 <sup>st</sup> 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 policy is to aim to hold the equivalent sum of three months running costs as reserve. This was not possible at end August 2023, due in part to the use of reserves during the covid pandemic which it has not been possible to replace.
Amount of reserves held	Para 1.22	£1,761
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 <sup>rd</sup> birthday.
Investment policy and objectives including any social investment policy adopted	Para 1.46	NA
A description of the principal risks facing the charity	Para 1.46	Two principal risks exist: 1) Risks relating to a childcare setting – to which Cylch y Coed follows all required laws and 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		
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## 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 over 400 Cylchs across Wales, Cylch-y-Coed has its own separate constitution and is registered as 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	Jodie Perry	Chairperson	01/03/2023 – 31/08/2023	
2	Nia James	Secretary		
3	Ben Prosser	Treasurer		
4	Kelly Holloway	Chairperson	01/09/2022 – 28/02/2023	
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**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
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## Exemptions from disclosure

#### Reason for non-disclosure of key personnel details

NA
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#### Other optional information

NA
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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)

B Prosser

Full name(s)

Benjamin Prosser

Position (eg Secretary,  
Chair, etc)

Treasurer

Date

30/06/25

**CYLCH Y COED**

**ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2023**

**Cylch Y Coed**  
**Income and Expenditure Account**  
**for the year ended 31 August 2023**

		2023	2022
Income	£	£	£
Childcare - Parental Fees <sup>1</sup>	31,647		26,510
Cardiff Council – Childcare Offer for Wales Fees	19,675		19,651
Fundraising	1,115		2,491
Donation	0		105
Coronavirus job retention scheme support	0		0
Mudiad grants	0		0
	<b>52,437</b>		<b>48,757</b>
Expenditure			
Wages	45,652		40,206
Pension	3,031		2,054
HMRC	300		0
Training	240		434
Cost of running the payroll	0		552
Wrap-around costs	985		1,953
Rent	0		0
Play equipment & materials	305		2,903
“Office”	476		1,057
Children's food & snacks	538		412
Accountancy	198		420
Mudiad Membership Fee <sup>2</sup>	250		0
	<b>51,975</b>		<b>49,991</b>

<sup>1</sup> Not including Parental Fees for 2024/25 paid in advance (total £1,800)

<sup>2</sup> Membership Fee for prior year 2022 and 2023

Deficit for the year

462

-1,234

**Cylch Y Coed**  
**Balance Sheet as at 31 August 2023**

	<b>2023</b>		<b>2022</b>	
<b>Current Assets</b>	£	£	£	£
Current account	3,561		773	
Petty cash <sup>3</sup>	0		526	
Prepayments	0		0	
Fees due at year end	0		3	
		<u>3,561</u>		<u>1,299</u>
<b>Creditors due within one year</b>				
Deferred income:-				
- wrap-around grant received in advance	0		0	
- wrap-around costs this year	0		0	
- fees in advance <sup>4</sup>	1,800		0	
		<u>1,800</u>		<u>0</u>
Accruals	0		0	
PAYE	0		0	
		<u>1,800</u>		<u>0</u>
<b>Net liabilities/assets</b>		<u><b>1,761</b></u>		<u><b>1,299</b></u>
<b>Reserves</b>				
Opening at 1 September 2022		1,299		2,533
Surplus/deficit this year		462		-1,234
At 31 August 2023		<u><b>1,761</b></u>		<u><b>1,299</b></u>

<sup>3</sup> The use of petty cash held separately from the bank balance will be discontinued to ensure the robustness of financial oversight and to maintain an audit trail on income and expenditure.

<sup>4</sup> For Autumn term September 2023 for 2023/2024 academic year





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/ members of

Charity Name  
Cylch Y Coed

On accounts for the year ended

31/08/2023

Charity no (if any)

1196041

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2023**.

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:

XXX

Date:

XXX

Name:

Huw Roberts

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

NA  
IER

XXX

**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.**