



# Trustees' Annual Report for the period

	Period start date				Period end date		
<b>From</b>	1	january	2025	<b>To</b>	31st	December	2025

## Section A Reference and administration details

Charity name

Castleton Preschool and Nursery

Other names charity is known by

Registered charity number (if any)

1199736

Charity's principal address

Marshfield school Grounds

Marshfield Road

Castleton Cardiff

Postcode

CF32UW

### 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	Rhoswen Hailwood	Chair		
2	Ann Thomas	Trustee		
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
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

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Phil Howells	

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

--

## 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)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by committee

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul>	<p>Trustees and committee members worked with the manager, deputy manager and other staff at the setting and attended regular bimonthly committee meetings</p> <p>Trustees also liaised with Early Years Wales ,CSIW and the Local authority where appropriate</p> <p>There was also liaison with the primary school in whose grounds the nursery was situated</p> <p>Liability insurance was in place which included trustee indemnity Agreed financial reserves were also in place in the event of closure requiring redundancy payments</p>
---	--

## Section C Objectives and activities

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

The nursery provided day care for a maximum of 28 children age 2 to 4 during term time  
It also provided "wrap around care" in the form of breakfast club and after school club for children under the age of 7  
The charity was set up to enable the nursery to function on a non profit basis

**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)**

**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.

There were no volunteers working at the nursery  
The nursery did not make grants and due to its having lost “educational status” during 2024 did not receive any grants

Finances were kept in a business account and savings account with the same bank  
There were no investments

**Summary of the main achievements of the charity during the year**

Unfortunately there were difficulties in staffing evident from the start of 2025

This was due to both sickness and difficulties in recruitment

In addition financial projections indicated that due to the absence of grant monies ,the increase in minimum wage and the increase in national insurance payments that the nursery may not have been viable without a substantial increase in fees for those parents not claiming funded childcare hours

Due to sick leave and planned maternity leave ,particularly in view of insufficient managerial cover on the advice of Early Years Wales and CSIW the difficult decision was made to close the setting on March 13<sup>th</sup>

Insufficient staff particularly qualified staff meant that the setting was unable to reopen

A meeting was held with parents and other stakeholders explaining the reasons for closure and the intention to close the charity in due course

Staff were made redundant in line with ACAS and government policy and the appropriate paid notice and redundancy payments were made All staff agreed with the redundancy payments and paid notice payments

Equipment belonging to the setting was sold to raise additional funds and the setting cleared

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Reserves were in place to pay redundancy payments in line with government and ACAS policies

Stakeholders were made aware of the intention for of any monies held by the charity following payment of bills to be transferred to Early Years Wales to enable grants to be made to other charities managing preschool nurseries

There was no objection to this proposal

### Details of any funds materially in deficit

### 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.

## Section F

## Other optional information

Insurance has been obtained to continue trustee indemnity for 10 years following closure of the setting

Documentation will be kept for appropriate periods of time as per government guidelines

The Accounts accompanying this report are for the year end 2025 ie up to 31<sup>st</sup> December 2025

There are still some outstanding invoices to be paid therefore final accounts will be submitted when request to close the charity is made and any remaining monies will be transferred to Early Years Wales

Following submission of this report and final accounts A submission will be made to close the charity in due course

## Section G

## Declaration

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

### Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

Rhoswen Lynden Hailwood	
Chair	

16/1/26



Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
---------------------	-------------------	----	-----------------

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees and Early Years Funding	27,939	-	-	27,939	119,254
Grants	-	-	-	-	10,878
Fundraising	246	-	-	246	24
Interest Income	220	-	-	220	373
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>28,405</b>	<b>-</b>	<b>-</b>	<b>28,405</b>	<b>130,529</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>28,405</b>	<b>-</b>	<b>-</b>	<b>28,405</b>	<b>130,529</b>
<b>A3 Payments</b>					
Wages & HMRC	67,345	-	-	67,345	113,264
Rent & Premises	859	-	-	859	11,889
Equipment, Stationary, Books	848	-	-	848	8,289
Provisions	785	-	-	785	3,848
Grant Expenditure	107	-	-	107	-
Other Expenses	3,999	-	-	3,999	4,056
Crafts	-	-	-	-	-
Interest Paid	85	-	-	85	-
	-	-	-	-	-
<b>Sub total</b>	<b>74,028</b>	<b>-</b>	<b>-</b>	<b>74,028</b>	<b>141,346</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>74,028</b>	<b>-</b>	<b>-</b>	<b>74,028</b>	<b>141,346</b>
<b>Net of receipts/(payments)</b>	<b>- 45,623</b>	<b>-</b>	<b>-</b>	<b>- 45,623</b>	<b>- 10,817</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>50,338</b>	<b>-</b>	<b>-</b>	<b>50,338</b>	<b>61,155</b>
<b>Cash funds this year end</b>	<b>4,715</b>	<b>-</b>	<b>-</b>	<b>4,715</b>	<b>50,338</b>

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	ACCOUNT 34123156	490	-	-
	ACCOUNT 34123911	4,225	-	-
		-	-	-

[illegible]

To whom it may concern,

I have been asked by trustee of the Charity – Castleton Nursery 1199736 to assist in preparing the year end reports dated year end 31<sup>st</sup> December 2025. In March 2025 the Charity ceased trading and all PAYE & redundancy was paid according to HMRC rules.

I can confirm that the Income & Expenditure Report submitted is a true reflection of the finances of the Nursery. During that year a good level of accountancy was achieved.

Philip Howells

Email: philipdhowells@gmail.com