



## **Clybiau Plant Cymru Kids' Clubs**

A company limited by Guarantee and Registered Charity

Annual report and financial Statements of the Board of Trustees

Year ending 31 March 2017

Company Number: 4296436

Charity Number: 1093260

**Clybiau Plant Cymru Kids' Clubs exists to help communities in Wales by promoting, developing and supporting quality, affordable, accessible Out of School Childcare Clubs.**

## Contents

	<b>PAGE</b>
Report of the Trustees	1 - 29
Independent Auditors Report	30 – 31
Statement of Financial Activities	32
Balance Sheet	33
Cash Flow Statements	34
Notes to the Financial Statements	35 - 49

**The following page does not form part of the statutory financial statements**

Detailed Income and Expenditure Account	50
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## **Chairperson's Report**

The second year of my role as the Chairperson of Clybiau Plant Cymru Kids' Clubs has seen a busy year with regulatory changes and a large amount of support required for Out of School Childcare Clubs across Wales.

Our work within the Childcare in Wales Learning and Working Mutually project (CWLWM) has continued to flourish. CWLWM brings together the five leading childcare organisations in Wales, to deliver a strategic, bilingual integrated service that ensures the best possible outcomes for children and families across Wales, within the Welsh Government's 'whole-system' approach. With many targets met and exceeded the partnership has grown in strength and stature. This co-ordinated strategic approach ensures consistency in quality and efficiencies in support and guidance, delivering innovative solutions to local needs.

Our fundraising target for the year was exceeded, despite the increasingly difficult fundraising climate. With less staff, the onus has increased on those that remain; they have sought funds from Trusts and other funders to bring some innovative new ideas and projects to the organisation, which in turn helps improve activity ideas for clubs.

Support from our members remains strong, in what are also challenging times for them. We will continue to do all we can to support them to remain sustainable in the coming year, with advice, resources and training. Ensuring that Out of School Childcare in Wales continues to support children and their families and by enabling parents to work or train whilst their children are looked after and benefit from positive play opportunities, before or after school or in the school holidays.

The year to come has, if funding applications are successful, exciting prospects and some innovative ideas for support for the sector; we will continue to work closely with Welsh Government, Care and Social Services Inspectorate Wales as well as Local Authorities and other bodies and funders.

**Rebecca Sweeting**  
**Chair of the Board of Trustees**

## **Report of the Directors and Trustees**

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2017 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

This is the 16<sup>th</sup> annual report of the company.

## **Aims, Objectives and Activities**

### **The aims for which the Charity is established are to:**

- Promote the care and education of children in Out of School Childcare Clubs and to promote the provision of facilities for the play, recreation and other leisure time occupations of such children in the interest of social welfare with the objects of improving their conditions of life.
- Advance the education and training of persons providing such care and educational and recreational facilities.
- Conduct research into all aspects of the care, education and recreation of such children and to publish the useful results of such research.

### **The overlying principles which are employed to achieve our aims that set out how as a charity we further our legal purposes are through the following objectives:**

- Support an affordable, accessible, quality Out of School Childcare Club in every community which wants one.
- Meet the needs of all children, including those with special needs, and of all parents/carers including working parents/carers, as far as is possible, and actively seek their views.
- Provide quality support services, information and training for Out of School Childcare Clubs.
- Value the staff and volunteers and deal with them in an open and fair manner.
- Enable people within the organisation to have every opportunity for self-development and training and be a best practice employer.
- Work in partnership with other organisations to help us achieve our mission statement.
- Communicate the benefits of quality Out of School Childcare to schools, parents (working and otherwise), the Government and the public at large.

### **Criteria to measure achievement of success**

We assess success against these aims and objectives by setting project and funding targets, regularly reviewing the outputs against these targets and ensuring strategies are put in place to amend delivery to ensure success.

## Grant Making Policy

Clybiau Plant Cymru Kids' Clubs has an established grant making policy to achieve its objective of aiming to provide grants for the public benefit of beneficiaries to meet the needs of all children, including those with special needs, and of all parents/carers including working parents/carers, as far as is possible, and actively seek their views. The organisation, where funded through Local Authorities, invites applications from clubs for Extra Hands, Assisted Places, Sustainability, New Club and Improvement. All grants are reviewed by a grants panel and assessed on their merits, against a set criteria encouraging transparency and equality of opportunity.

## Public Benefit

**Beneficiaries** of the service Clybiau Plant Cymru Kids' Clubs provides are the children in the clubs that have been helped set up, the people working in the clubs (Playworkers) and the parents on the management committees or owners of clubs who are given advice, information and support about running childcare businesses and training to improve good practice in the clubs. Clybiau Plant Cymru Kids' Clubs also provides training to Playworkers to support quality activities in clubs and to meet the statutory requirements of the Care and Social Services Inspectorate Wales (CSSIW) and Welsh Government.

**Out of School Childcare Clubs** provide safe, affordable and accessible provision at either end of the school day and during the school holidays for school aged children and young people aged 3 to 14 and enable parents to go to work or attend training (16 years of age if they have specific needs).

**Membership** of Clybiau Plant Cymru Kids' Clubs is open to Out of School Childcare Clubs. These may be:

- After School Clubs
- Before School or Breakfast Clubs
- Holiday Clubs

Membership is also open to interested individuals and other organisations. No one is excluded but there is a small membership subscription which, according to our research, is lower than any other national childcare organisation in Wales, but with more benefits. The **public** can access information about Out of School Childcare from publications and on the website, **free of charge**.

During the year we supported **941 Out of School Childcare member clubs**. Their membership afforded them the following benefits:

- **Representation** of their **voice** in Wales.
- **Expert guidance** on all aspects of business planning, expansion, registration, quality assurance.
- **Access to training** courses and qualifications for both staff and management.
- **Monthly E-Bulletin** offering sources of specific funding
- **Access to a funding and support team**, to assist with grant applications and fundraising ideas

- **Subscription to quarterly newsletter** 'Y Bont' and publications produced periodically
- **Facility to advertise staff vacancies** in their club on our website
- **Promotion** via a 'Search For A Club' facility on Clybiau Plant Cymru Kids' Clubs' website
- **Discounted insurance**
- Access to **free resources and activity ideas**
- Access to special **membership web-pages** and resources
- **Discounted toys/equipment**

**Clybiau Plant Cymru Kids' Clubs - Board of Trustees** are the only **Volunteers** engaged by the organisation and whilst their contribution is significant to the running of the organisation, their input and involvement is not material to the ability of the organisation to undertake any particular activity.

In delivering and planning activities for the year, the Trustees have considered the Charity Commission's guidance on **public benefit** and the principles above are used to plan the organisations' activities.

The aim and principles form a strategic plan which is agreed by the Board of Trustees. This Annual Report of the Board of Trustees identifies **achievements and benefits to the public** against these principles, clearly headed at the beginning of each section.

At the Board of Trustees meetings, progress against targets is assessed and decisions taken to amend accordingly. This report outlines the work carried out in the past year, which fully reflects the purposes that the charity was set up to further: **Out of School Childcare in Wales.**

#### **Promoting for public benefit:**

- Opportunities for parents/carers to work and train by removing the worry of providing children and young people with a safe, stimulating and caring environment at times when children and young people are not able to be at home. (Parents may be able to claim the childcare element of Working Families Tax Credit to help meet the cost).
- Free choice for children and young people to decide how they will spend their time, giving them endless opportunities to explore and develop through stimulating activities.

#### **Developing for public benefit:**

- Out of School Childcare Clubs in schools and communities wherever there is an identified need.
- People in these schools and communities with the skills and knowledge to set up and run successful childcare businesses.
- The workforce of Playworkers so that they can understand the needs of children and young people and maximise their enjoyment of club time.

#### **Supporting for public benefit:**

- New and existing clubs so that they can grow from strength to strength.

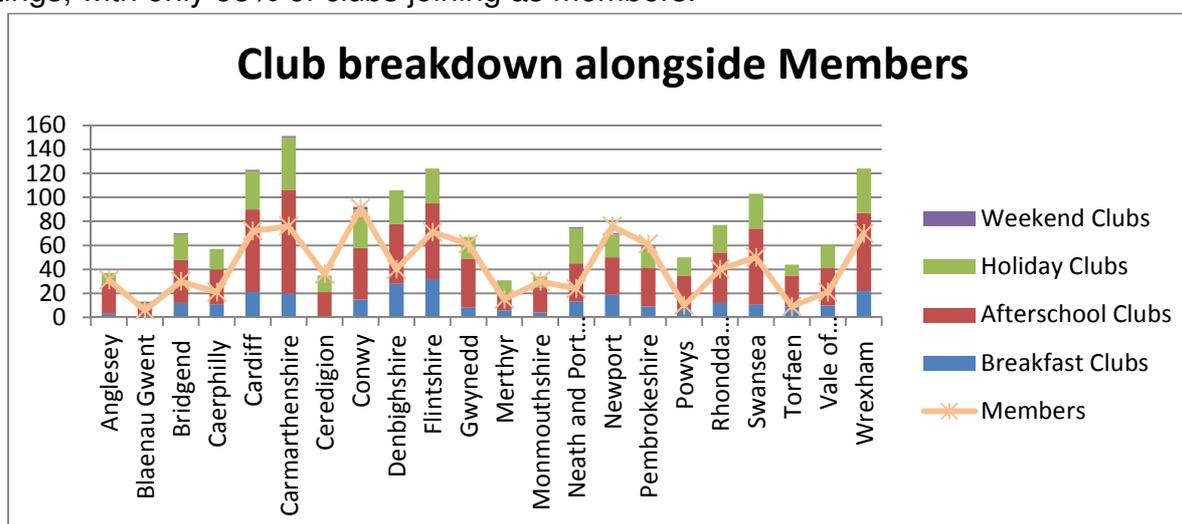
- The ongoing training of Playworkers.
- The sustainability of clubs by offering advice on funding and quality.

### Achievements and Performance

The way in which we achieve our Aims and Objectives are by employing the following principles:

## Support an affordable, accessible, quality Out Of School Childcare Club in every community which wants one.

At the 31 March 2017 Clybiau Plant Cymru Kids' Clubs supported 1,602 (2016: 1,616) of Out of School Childcare Clubs in 938 Settings (2016: 937), which in turn provided 43,746 (2016: 44,527) places. For the second time in consecutive years the number of clubs has actually decreased. Membership also dipped in the year to 941 (981) clubs and 556 (571) settings, with only 58% of clubs joining as members.



In the ongoing climate of austerity, clubs are finding it increasingly difficult to remain sustainable. Unfortunately, some clubs have had to close and thus the number that we support has decreased. Moreover, the current economic climate and issues surrounding sustainability have also led to less of the existing Out of School Childcare Clubs becoming members as they have to prioritise other expenditure items. Local Authority funding has also reduced, and thus the work we are able to do on the ground working with clubs has decreased too. However following the Business Assessment Tool developed through the CWLWM partnership, we were able to ascertain some of the things that were concerning clubs the most, enabling us to develop an Action Plan to help tackle these issues. From this plan, a number of resources have already been developed, which will benefit Out of School Childcare Clubs across Wales.

Interestingly, we see a change year on year in how the clubs are run. Voluntary Managed clubs have slightly decreased this year making up 45% (2016: 46%) of the total, with Private run provision increasing to 40% (2016: 38%) and School run 9% (2016: 8%) and Other 6% (2016: 7%).

The number of clubs who class themselves as running through the medium of Welsh language has increased by 1% this year to 18% (2016: 18%) English Medium clubs have reduced 69% (2016: 69%) Bilingual clubs remain the same at 13%.

The continuation of the vital Out of School Childcare Grant during the year has helped many Local Authorities assist Childcare settings in remaining sustainable and in accessing training and support. Clybiau Plant Cymru Kids' Clubs has had support from 12 Local Authorities with the aims and objectives of this grant through staffing, training, as well as the following grants: Assisted Places, Extra hands, New Club and Sustainability. It is important that as an organisation we work closely with the Local Authorities and Welsh Government to ensure the continuation of this funding past 2016-2017.

**Meet the needs of all children, including those with special needs, and of all parents/carers including working parents/carers, as far as is possible, and actively seek their views.**

During the year a new course, Same Stripes Different Ways, was developed and piloted through funding from Conwy Out of School Childcare Grant. The course is aimed to support Playworkers with strategies to integrate Children with Autism Spectrum Disorder into their clubs.

Following the production of a resource informing unregistered settings about the benefits of registration, we surveyed unregistered clubs to establish the barriers preventing them from achieving registration. The result of the survey demonstrated that the main barriers were the inability to recruit suitably qualified staff (20%) and that the application process was too daunting (18%). This along with unsuitable premises (7%), are among the main reasons for settings not becoming registered.

With the rollout of Tax Free childcare commencing in 2017 as well as the pilot of the Welsh Governments Childcare Offer, it remains a priority to work with these settings to move toward registration.

**Grants made available thanks to Local Authorities funding from the Out of School Childcare Grant has continued to allow the funding of both Extra Hands grants and Assisted Places grants.**

**Extra Hands grants are important to children, parents and clubs** as an extra member of staff allows the integration of children with disabilities into local clubs. Grants are also necessary for clubs as most Out of School Childcare Clubs operate 'on a shoestring' and would not otherwise be able to afford an additional worker to support one child. **The grants are critical to parents who need respite, or need to work, or want to work or attend training.**

**Three counties funded Extra Hands grants schemes for clubs:** Newport, Conwy and Gwynedd. Children and their families benefited from these grants during the year, attending 1,959 club sessions.

The grants provide **full or part funding for one-to-one workers** for children with special needs. Clybiau Plant Cymru Kids' Clubs manages the application, advertising, assessment, payment, and monitors the award. This includes development staff visiting the club and monitoring attendance of staff and children.

This objective shows the **benefits for all the children in the clubs** through the integration of children with special needs into their local community club and having the same benefits as other children in the community.

Two counties also have **Assisted Places schemes** to allow children to attend clubs where their parents, for whatever reason, cannot afford to pay or need help to meet the costs in order to benefit the children. Newport and Gwynedd have these grant schemes which we administer for them. **16 children** benefited from these places by attending **893** childcare club sessions.

### **Annual Satisfaction Survey**

We reverted to our annual customer satisfaction survey, '**How are we doing**', this year. This is sent out with the membership application forms. This actively seeks the views of clubs and their perception of the support given. We also use this to improve our services, including giving support regarding IT and accessing the website. It also helps us with information for reporting to counties on a quarterly and annual basis, we had some very positive results and comments.

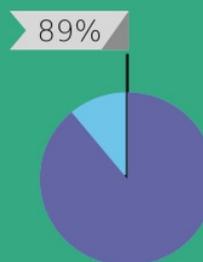


## 2016-2017 Satisfaction Survey

 **270 Respondents (48.5% of member settings)**

 **67%** have been members for 5 years +

Satisfied with support and services



 **A** 70% agree that training offered has been quality, varied and accessible

91% think staff have been polite, helpful and respond in a timely manner



### What our members think

**224**

Received appropriate advice and support

**239**

Accessed resources and website

**236**

Would recommend membership

### What our members said

**"The support we receive from Clybiau Plant is extremely beneficial to the running of our club. Nothing is too much trouble!"**

"The support I have received has been outstanding, without this guidance and help I would have struggled to open my club. The CBDO has been easy to contact and has given excellent support throughout. All queries have been professionally answered. Have received grants to help keep club open."

*"The workshops provided were fantastic. Help with funding applications was extremely beneficial."*

**"All staff I have spoken to have been extremely friendly and keen to help to get my queries answered"**

**"All training offered is always fantastic, staff that take the training say its brilliant. The staff always go out of their way to help us."**

**"All the staff at Clybiau are always helpful, cheerful, friendly and give us excellent advice and information. Clybiau far exceed any other organisations we are members of with good information. We love working with Clybiau."**

[www.clybiauplantcymru.org](http://www.clybiauplantcymru.org)

Clybiau Plant Cymru Kids' Clubs

Bridge House, Station Road, Llanishen, Cardiff, CF14 5UW

Company limited by guarantee 4296436. Registered charity 1093260.



## Provide quality support services, information and training for Out of School Childcare Clubs

Within 2016-17 the number of attendances at training and workshops increased to **6,419** through 2,220 sessions / one-to-one business skills sessions.

**1,996 people received Business / Committee Skills training**, mostly from their Childcare Business Development Officers (CBDOs), to help them provide sustainable clubs. This is a major part of the CBDO work.

As an **approved centre** with the Awarding Organisation, **CACHE**, for the delivery of accredited Playwork and Assessing qualifications, we have maintained direct claims status as the result of successful external Quality Standards Monitoring. During 2016-17 **36 CACHE Playwork qualifications and 33 City and Guilds qualifications** covering application of number, communications and employment awareness were delivered by our Training Officers. The reduction in Playwork Qualifications completed this year is due to more learners working towards a Level 3 Playwork Qualification as this takes up to 18 months to complete.

The training team work together to ensure that our delivery is **standardised and trainers continue their professional development** through regular internal meetings, professional discussions and bespoke QCF training.

We are also registered as a training provider with **City and Guilds** to deliver **Essential Skills Wales and Employment Awareness qualifications**. During this year we became an **Agored Cymru** centre. We plan to deliver the new Essential Skills Wales suite of Qualifications through Agored and to deliver the **All Wales Basic Safeguarding Awareness** as an Accredited course. In order to comply with the requirements of the Awarding Organisations, we have developed robust quality assurance processes that ensure that learners are supported throughout their training.

The delivery of **Apprenticeships in Playwork** has continued with **12** apprentices achieving Level 3 Frameworks in South East Wales and **6** apprentices achieving Level 3 Frameworks in West Wales during the year. A further **5** Apprentices were signed up to a Level 2 Playwork and **2** achieved during the year, **3** signed up to a Level 3 Framework in North Wales, **6** apprentices were signed up to a level 3 framework in West Wales, **14** learners were signed up to a Level 3 Framework in South East Wales. In addition we took **16** displaced learners who were signed up to a Level 3 framework in South East Wales, increasing the total number of apprentices that we are working with to **44**. Funded by the Welsh Government Work Based Learning Programme, Clybiau Plant Cymru Kids' Clubs is **sub-contracted to Torfaen Training** to deliver this training.

Playwork qualifications are offered (where funding is available) for **Level 2 and 3 including the Level 3 Award in Transition to Playwork** (from Early Years). We secured funding from counties to run **accredited qualifications** this year. We delivered:

- **A CACHE Level 3 Diploma in Playwork** in Newport with **6 Playworkers** and **2 Playworkers** from Monmouthshire
- **4 CACHE Level 3 Award in Transition to Playwork (From Early Years)** in Cardiff, Newport, Pembrokeshire and Vale of Glamorgan with **18 Playworkers** achieving a qualification

Additional funding was secured to offer a **CACHE Level 3 Award in Transition to Playwork (from early years)** from Anglesey, Cardiff, Carmarthenshire, Conwy, Gwynedd, Merthyr Tydfil, Newport, Rhondda Cynon Taff and Vale of Glamorgan. These will continue into the coming year.

Extra funding from counties enabled us to improve the quality of out of school clubs across Wales through upskilling staff. During the year we delivered:

- **All Wales Basic Safeguarding Awareness Training** – 10 in Carmarthenshire, 1 in Conwy, with a total of **141 attendances**
- **'Baking the CSSIW Cake'** – 1 in Rhondda Cynon Taff with a total of **25 attendances**
- **Playworker Workshops** – 2 in Anglesey, 1 in Blaenau Gwent, 1 in Cardiff, 1 Ceredigion, 1 in Conwy, 3 in Denbighshire, 1 in Flintshire, 5 in Gwynedd, 1 in Merthyr Tydfil, 1 in Monmouthshire, with a total of **241 attendances**
- **Underpinning Knowledge courses** – 1 in Blaenau Gwent, 1 in Cardiff, with a total of **12 attendances**
- **Playworkers Toolbelts** – 1 Mini Toolbelt in Anglesey, 1 Full Toolbelt in Pembrokeshire with a total on **47 attendances**
- We developed a new Playworkers Workshop **'Same Stripes Different Ways'**. The aim of this workshop is to give Playworkers a greater awareness of how Autism Spectrum Disorder affects children and young people. We delivered **5** course across North Wales with a total of **88 attendances**

Evaluations of all our training have maintained a **high standard** – 94% of learners would implement their learning into their clubs and 96% would recommend Clybiau Plant Cymru Kids' Clubs as a trainer. The overall rating for our trainers was 4.8 out of 5.

Part of our role is to ensure we advise clubs of the major changes in legislation which will affect them in the future. We have continued to produce bi-lingual materials including **Y Bont**, 4 times a year. The feedback from members is very good and people look forward to the activities, legislative updates, CSSIW news and general up to date information it provides. The changes in pensions and National Living Wage have featured in this years updates.

We have always tried to link with members **electronically** and it is an ongoing piece of work to encourage members to have professional email addresses so they can receive information quickly. Our Administration Manager continues to use a system of sending multiple emails, far and wide, during the year. Twitter, Facebook, Pinterest and other **social media** are used to advantage whenever possible.

All of our training encompasses **Education for Sustainable Development and Global Citizenship (ESDGC)** which highlights the link between society, economy and environment and between our own lives and those people throughout the world.

Education for sustainable development is about enabling learners to develop the knowledge, values and skills to participate in decisions about the way we do things individually and collectively, both locally and globally, that **will improve the quality of life now without damaging the planet for the future.**

## **Value the staff and volunteers and deal with them in an open and fair manner**

Following the change in leadership and the full year following the restructure (October 2015), the staff have had the opportunity to embed the new way of working and provide input into the planning for the organisational strategy for the period 2018–2020.

During the year we have encouraged staff to contribute their opinions on various subjects regarding the organisation. We have done this through staff consultations and electronic surveys.

**Staff satisfaction survey:** this focused on employee's opinions on their role within the organisation, their perception of the targets and tools that they had to meet those targets and whether they felt their abilities were well utilised and recognised. It also asked if they felt the organisation kept employees well informed, demonstrated a commitment to quality and whether they were included in decisions that affected their work. It questioned how satisfied employees felt with their job and asked for suggestions on how the organisation could improve. The Senior Team responded to suggestions made via an interactive document available to all.

Additionally staff were consulted on a change to the annual leave year, which was agreed would better suit the aims and objectives of the organisation. It was agreed that from 1 September 2017 the leave year would run from 1 September through to 31 August.

Following the development of an improved **medical questionnaire**, all staff were asked to complete an online version to outline any health issues that they may have in order to enable the organisation to ensure that all measures to promote the health and well being of staff could be taken into account. 30/34 staff completed the survey and where it was necessary they were followed up individually by the Chief Executive officer.

During our Annual December All Wales Meeting, Regional Managers facilitated a **consultation** with staff on the Organisational **Key Performance Indicators**. This will inform the Senior Team on the strategy of the Organisation going forward feeding into the new Strategic Plan for 2018-2020.

As part of the work of Clybiau Plant Cymru Kids' Clubs toward assessment in **PQASSO**, the organisation has consulted with staff on the many areas of the toolkit. PQASSO is the WCVA third sector quality mark.

Our Board of Trustees, made up of volunteers from our member clubs, has continued to meet on a quarterly basis, with an additional meeting for the AGM in October. There were a number of members who had been with us for the maximum 3 year term who have left us within the year; these were replaced by new members. The commitment for the year is

these 5 meetings. We try to make these as accessible as possible by offering Video conferencing facilities from our regional offices, to reduce the burden of travelling for members and the carbon footprint of the organisation. The challenge still remains to ensure that each meeting is quorate and to ensure the Board of Trustees are informed and consulted on important decisions that the organisation may make.

Some decisions were needed to be made outside of the normal sequence of Board meetings during the period. In order to do this it has been necessary on occasion during the year to canvass members by Electronic mail with a voting option. This has proved an invaluable tool during the year.

## **Enable people within the organisation to have every opportunity for self-development and training and be a best practice employer.**

During the year **7 staff training** sessions were delivered for **129** staff giving the skills for delivering business mentoring and club activities.

Staff are encouraged to attend external training events, workshops, consultations and conferences and there were attendances at events covering a range of subjects. Most of the staff attend this training in their own time. **66 applications** to attend training were submitted and all were approved.

Former Apprentice and Assistant Finance Manger applied for, and was promoted to, Finance Manager. She is still working towards completing her Level 4 Association of Accounting Technicians and following that will be progressing to a degree in Finance and Accounting.

Childcare Business Development Officer for Pembrokeshire was successful in her application to become West Wales Regional Manager (Maternity Cover).

Childcare Business Development Officer for Merthyr and Newport moved in part to a role in the Training department.

During the year we employed an Apprentice Finance Assistant who undertook his AAT level 3 and also an Apprentice Administrator who undertook an Apprenticeship in Business Administration Level 3. 2 Training Officers are undertaking their Level 3 Award in Assessing, 1 Training Officer is undertaking a Level 3 Award in Education and Training and 1 Training Officer is undertaking a Level 4 Certificate in Assessing and Assuring the Quality of Assessment.

The organisation continues to offer the **Simply Health** to all staff after they are confirmed in post. This appears to be good value for money at £1.67 a week per person, as this covers the statutory duty of paying for sight tests/spectacles for people using computers and has numerous other benefits as well, such as payment towards dental health, physiotherapy and consultant fees. A free, confidential advice line is included.

We continue to offer 6% **pension contribution** to all staff. Staff taken on since April 2012 have needed to make a 2% personal contribution. This was in preparation to meet the legal requirements of **auto-enrolment** by our staging date, 1 March 2015. All staff (regardless of their start date) have had to contribute to the pension by October 2014, or they had to opt-out of the scheme.

The salary-exchange scheme has been running since October 2012. Staff are offered the opportunity to alter their pension arrangements annually in October or when they have a 'lifestyle event' such as a birth, marriage or divorce.

We provide a **mobile phone and breakdown cover** to staff who travel away from their office/home base. Staff work unsociable hours at times and as good employers we also want our staff to be able to get home on all occasions. At £39-£45 per fleet car **this is a good value cover** and ensures if they break down they can get home safely.

The Board of Trustees welcomed the hard work of the staff in the organisation and agreed that staff who had been with the organisation for 3 years or more would be rewarded by offering them a subscription to Perk Box; an employee reward scheme which would allow staff to redeem discounts on various retail and leisure opportunities. This will be introduced from April 2017.

The Board of Trustees also agreed to recognise the loyalty of staff who have been with the organisation for many years, by offering them an additional day annual leave according to time with the organisation, up to a maximum of 3 additional days. This will be implemented in the new Annual Leave year from 1 September 2017.

## **Work in partnership with other organisations to help us achieve our mission statement**

Throughout the year Clybiau Plant Cymru Kids' Clubs has continued its close relationship with **Welsh Government** and the **Local Authorities**, supporting them in ensuring that there is an Out of School Childcare Club in every community that wants one. Helping to ensure the quality of provision through training and support and developing new clubs where needed.

We have done this by working in partnership with the Local Authorities where funded and through the **CWLWM** project with Mudiad Meithrin, National Day Nurseries, PACEY (Cymru) and Wales Pre-School Providers Association to deliver a strategic, bilingual integrated service that ensures the best possible outcomes for children and families across Wales.

Strong links have been forged through the following Stakeholder working groups: CSSIW, Progress for Success and the Childcare Offer, helping them to deliver on changes to registration and developing the online SASS. This, along with work with Care Council for Wales (Social Care Wales from 1<sup>st</sup> April 2017) and Wales Council for Voluntary Action has seen us continue to work closely in partnership with other all Wales organisations.

We have worked during the year with Play Wales, Addysg Oedolion Cymru - Adult Learning Wales (formerly WEA YMCA Community college) and Agored to develop a new qualification – Level 2 Award in Playwork Practice. This qualification had been developed to respond to the needs of the play and playwork workforce as defined in Welsh Government's statutory guidance, Wales- A Play Friendly Country (2014).

Partnerships within contract working in Merthyr are continuing with Wales PPA and Mudiad Meithrin. Also the contract continued in Newport with both those partners as well as PACEY Cymru.

Funding from various Trusts and grant funding bodies has seen us continue to develop working partnerships with new bodies during the year, the likes of which include Monmouth and Cardiff Welsh Church Act Funds, Integrated Care Fund, Big Lottery Award for All, Pembrokeshire SDF, South Hook, Snowdonia SDF, Magnox Socio Economic Scheme, the Science and Technologies Facilities Council.

Through the development staff we work with **Communities First, Working Links, Adult Education Centres around Wales, Menter Iaith, County Voluntary organisations, Cymru Cooks, Dragon Sports, Play Development Officers, ACAS, Flying Start teams, Physical and Nutritional groups, county dieticians, Job Centre Plus** and many others.

We continue to be a member of the **Fundraising Standards Board** and keep to their quality standards of practice.

## **Communicate the benefits of quality Out of School Childcare to schools, parents (working and otherwise), the Government and the public at large**

Clybiau Plant Cymru Kids' Clubs staff attend a range of meetings involving the **Welsh Government and others such as: Local Authorities** Childcare Partnerships, Care Council of Wales, Play Wales, Skills Active and local Voluntary Councils. At these meetings the benefits of Out of School Childcare are always at the forefront of communications.

During the year we have responded to **consultations** to ensure the views of Out of School Childcare Clubs **are borne in mind when decisions are made and policies** are set. Consultations include:

- Children and Young Peoples Committee work programme
- Welsh Government Fifth Assembly (2016-2021) to consider in their work programme planning
- Welsh Government changes to National Minimum Standards
- ALN (Alternative Learning Needs) Bill

**Y Bont**, our in-house magazine/newsletter, continues to be produced bilingually, four times a year. This continues to provide an important tool for communicating with Out of School

Childcare Clubs and other organisations, MP's, AM's, Local Authority personnel and policy makers. Copies of these are sometimes left in places such as doctor's surgeries and at public events and places, including **Families Information Services**, for public benefit. Many magazines these days are produced by e-mail but, at the moment, we continue to produce hard copies delivered by post. In the future we may only send electronic copies, to save money and to improve our carbon footprint.

The usefulness of our website [www.clybiauplantcymru.org](http://www.clybiauplantcymru.org) grows month by month both for our members and for the public benefit. We are in the process of updating the website so it is easier to read on mobile phones and tablets. The membership fee brings with it access to membership resources including monthly e-mailed e-news which contains funding information. However, the **public can access** much of the standard information about Out of School Childcare Clubs.

During the year we have continued to develop new ways of linking electronically with members and the public at large through email, **Twitter, Pinterest and Facebook**. Using social media has increased our public profile, made our services more accessible to the public at large, and has opened up more opportunities for networking. It has allowed, for example, club staff to contact us in a more informal way that they feel more comfortable using. It also promotes the use of IT as an effective method of communication, contributing to upskilling those within the sector.

During the year we have communicated, within our range of publications and media, information on the following topics:

Changes to pay structure following National Living Wage increase, benefits of Registration with CSSIW, WCVA CRU Sector Engagement Survey, CSSIW new Inspection framework for childcare and play, CSSIW - The Self Assessment of Service Statement (SASS) Annual Data Collection, Consultation on Active Travel (Wales) 2013 - Next stage Integrated Network Map, Tax Free Childcare, Welsh Government #TalkChildcare campaign, Credit Unions, Baby CPR and choking.

## **Projects**

### **Same Stripes Different Ways**

Following the award of funding from the Integrated Care Fund (ICF) we held a series of six Playworker workshops, one in each North Wales Local Authority. Same Stripes Different Ways is a course designed to give those working in childcare awareness an understanding of children with ASD, enabling them to have greater knowledge and confidence in their ability to give fair and equal access to good quality care to all children, thereby enabling a child with ASD to integrate with their peers. The courses were a resounding success and were attended by **88** Playworkers.

### **Horizon Nuclear Power**

A grant was awarded to fund a series of six in-club science-based workshops which were held at clubs located in the rural areas of North Anglesey. One of the criterion this project sought to address was targeting hard to reach groups. Two of the clubs are situated in the Communities First area of Holyhead, whilst the others are situated in the more rural areas.

### **Snowdonia Park Play Our Way**

We were successful in securing funding from Snowdonia SDF and Magnox Ltd for the development of new activities inspired by the diverse landscape, wildlife and heritage of Snowdonia. Working closely with the Snowdonia National Park Authority the activities will, during 2017-2018, be piloted in Clubs within the park area and to the Nature Zone resource pack and will compliment similar activities already developed with Brecon Beacons National Park and Pembrokeshire Coast National Park.

### **Pembrokeshire Park Play Our Way**

This project was funded from the Pembrokeshire Coast National Park, Sustainable Development Fund. The project aimed to develop and risk assess up to 10 new child focussed and fun bilingual activities, raising awareness of the unique coastal wildlife, landscape, sustainability and culture of the Park and the importance of their conservation. Activities were designed so that they can be made easier or harder to include children of all school ages and abilities. **5** Clubs agreed to Pilot and evaluate activities based in and close to PCNP and the activities were adapted according to their response, the final activities were designed and added to the 'Nature Zone' pack.

During October, a free training event was held at Colby Woodland Gardens to demonstrate and launch the new activities and how to best use the Nature Zone pack to **10** Playworkers and promote the use of the park as a natural learning and play resource. Due to a delay in sourcing the Match funding for the project a second launch was possible and was held at Broadhaven YHA. **6** playworkers attended the event along with **5** children from various settings.

### **British Science Week**

Clybiau Plant Cymru Kids' Clubs secured funding for a 'Super Science Celebration event'. The event was designed to engage Playworkers and children aged 3-14 years attending Out of School Childcare Clubs and to encourage them to design and share their own fun, child focused Science activities. The event took place on Saturday 11<sup>th</sup> March at the Pembroke Innovation Centre in conjunction with FABLAB Pembrokeshire. **3** clubs were represented and the winning entry came from Golden Manor Nursery ASC- they also received a science resource box worth over £100.

### **Ray Gravell and Friends Charitable Trust**

During the summer of 2016 **5** settings in Carmarthenshire benefitted from a free 'Playing Out With The Elements' workshop as part of the Ray Gravell and Friends Charitable Trust application.

### **SwansAid**

Clybiau Plant Cymru Kids' Clubs received funding to deliver 1 'Games Galore' workshop in 5 After School Childcare Clubs across Swansea. In total **88** children and **12** playworkers benefitted from the project. The actual delivery of the project was a positive experience and the Out Of School Childcare Clubs involved have been extremely pleased with the workshop and the opportunity to participate in our project.

### **Gower AONB- Gower Play Our Way**

Gower Play Our Way will build on the success of Pembrokeshire Park Play Our Way and focus on developing new and fun activities based on the unique landscape, culture and wildlife of the Gower Area of Outstanding Natural Beauty (AONB). These child friendly activities will build a greater awareness and appreciation amongst children, young people and Playworkers from Out of School Childcare clubs based in the Gower and surrounding areas. The activities will be delivered in an informal, fun way, allowing children to explore their natural surroundings. Match funding is still in progress and we anticipate this project will begin summer 2017.

### **Play Learn and Grow Healthy – Welsh Government Voluntary Sector Grant - Health Challenge Wales.**

The Play Learn and Grow Healthy project came to its conclusion this year, the overall objective of the project remained - to encourage children to lead healthy lifestyles and to make informed choices and raising awareness of the risky behaviours of smoking and alcohol. The delivery stage of the additional 2 years funding from the Health Challenge Wales Voluntary Sector Grant Scheme was completed 31 March 2017. Data was collected from 574 Childcare workers and 1,777 children across the Childcare sector along with 54 case studies. The data collected from Childcare workers and Children will be analysed to provide proof of change in attitudes and knowledge of healthy eating, physical activity and risky behaviours of smoking and alcohol. The Play, Learn and Grow Healthy pack continues to receive positive feedback from childcare settings and children leading the organisation to develop a Buddying Workshop which will be available in the summer of 2017.

**Pears Foundation** awarded the organisation a Community Cohesion Cardiff grant. The project involved 12 Playworkers and up to 100 children to explore different cultures/religions through play using the Culture Zone Pack. The project went on to develop a 'Buddy booklet/toolkit' full of useful ideas to enable Out of School Childcare Clubs across Wales to participate in buddying activities. 3 out of the 6 participant Out of School Childcare Clubs continued to buddy and 3 tablets were purchased to facilitate the process. The project highlighted that the Culture Zone pack was dated and could be improved to better meet the needs of Out of School Childcare Clubs. Additional funding will be required to enable these improvements to go ahead and in 2017/18 we will be submitting funding applications.

### **SkyPlay, the Out of School Way**

In April 2016 we commenced work on the SkyPlay project funded by the Science and Technology Facilities Council. The overall aim of the "Sky Play, The Out of School Way" proposal was to use the legacy of previous STFC and ESERO-UK resources including Down to Earth (D2E), "Is There Anyone Out There?" (ITAOT), and develop a delivery mechanism suitable for Out of School Childcare Clubs in the United Kingdom. The project inspires children aged 4-14 years old to engage with STEM subjects in a fun way learning through play. This was achieved by running a pilot project in South Wales. 20 activities were developed and 12 Out of School Childcare settings (46 Playworkers and 130 children) piloted those activities. 15 of the most popular activities were then designed and added to the website allowing access to clubs across Wales. As part of the project we also had a competition 'Get your Geek on'. Clubs designed robots with the winning entry named Jeff the Robot. All the pilot clubs were given a set of All Terrain Robots to maintain interest in STEM and the winning club also received a set of the robots. The organisation will be looking to create and develop a 'Science Zone' pack in the future.

**Welsh Church Act Fund, Monmouthshire** awarded a grant for Nature Zone in-club workshops. Clubs were invited to apply and a randomizer was used to select 2 clubs to receive one of the workshops.

**Welsh Church Act Fund, Cardiff and the Vale of Glamorgan**

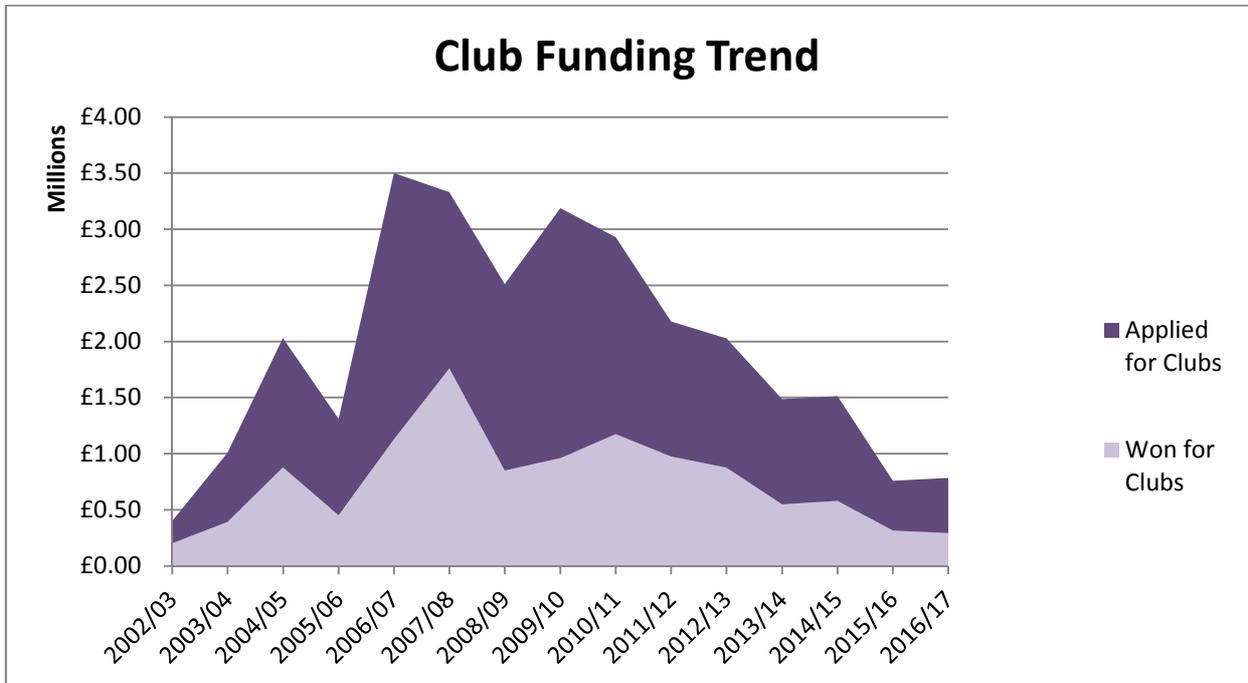
Funding was awarded for a Playworker course. We will be running a Playing Out with the Elements course in 2017/18 for 12 Playworkers.

**30 Hours Free Childcare Offer**

Clybiau Plant Cymru Kids' Clubs has been leading a CWLWM project to support Gwynedd and Anglesey councils who were awarded pilot areas under the Welsh Government's Childcare Offer. The project has been aimed at supporting Childcare Providers to deliver 30 hours of free Childcare. The project commenced in March 2017 with two information sessions being held in Porthmadog and Bangor. The sessions were attended by 33 Childcare Providers and the information collected has assisted Gwynedd and Anglesey councils to develop their responses to enable the Childcare Offer to be ready when the pilot areas launch in September 2017

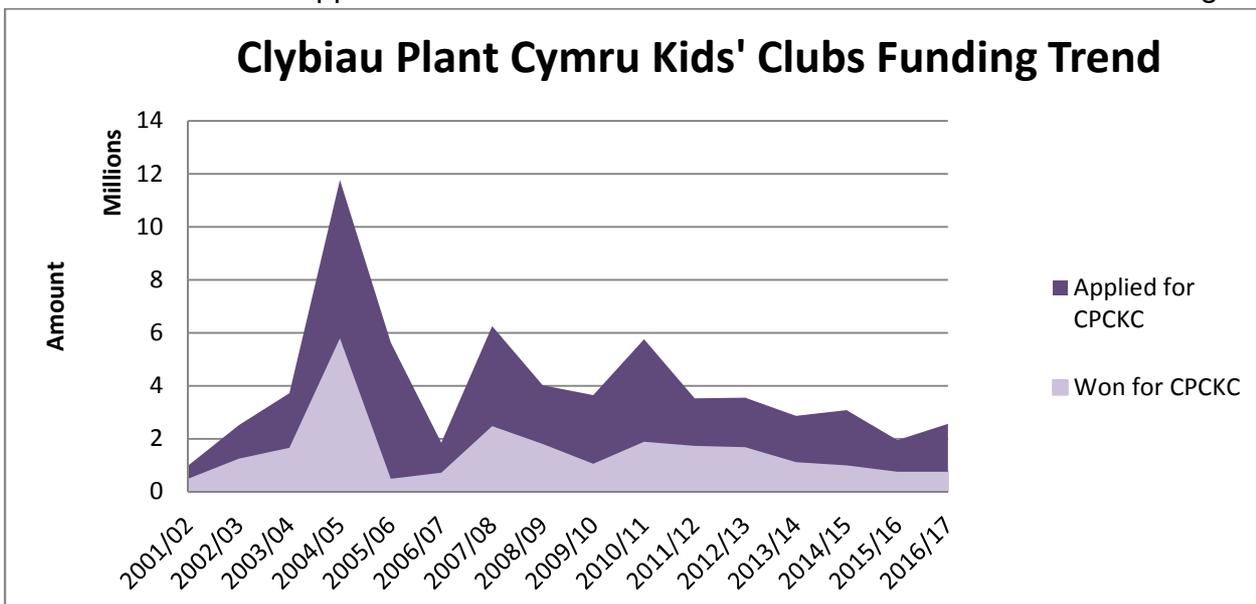
## Financial Review

Throughout the year, development staff have helped to support many out of school childcare clubs across Wales with funding applications. This year staff have helped clubs to raise almost £291,000 for their own use. Overall the submitted applications amounted to just under £495,000 which gives a 59% success rate. This money goes directly into clubs and will not be shown in these accounts. The money is in the respective accounts of individual clubs.



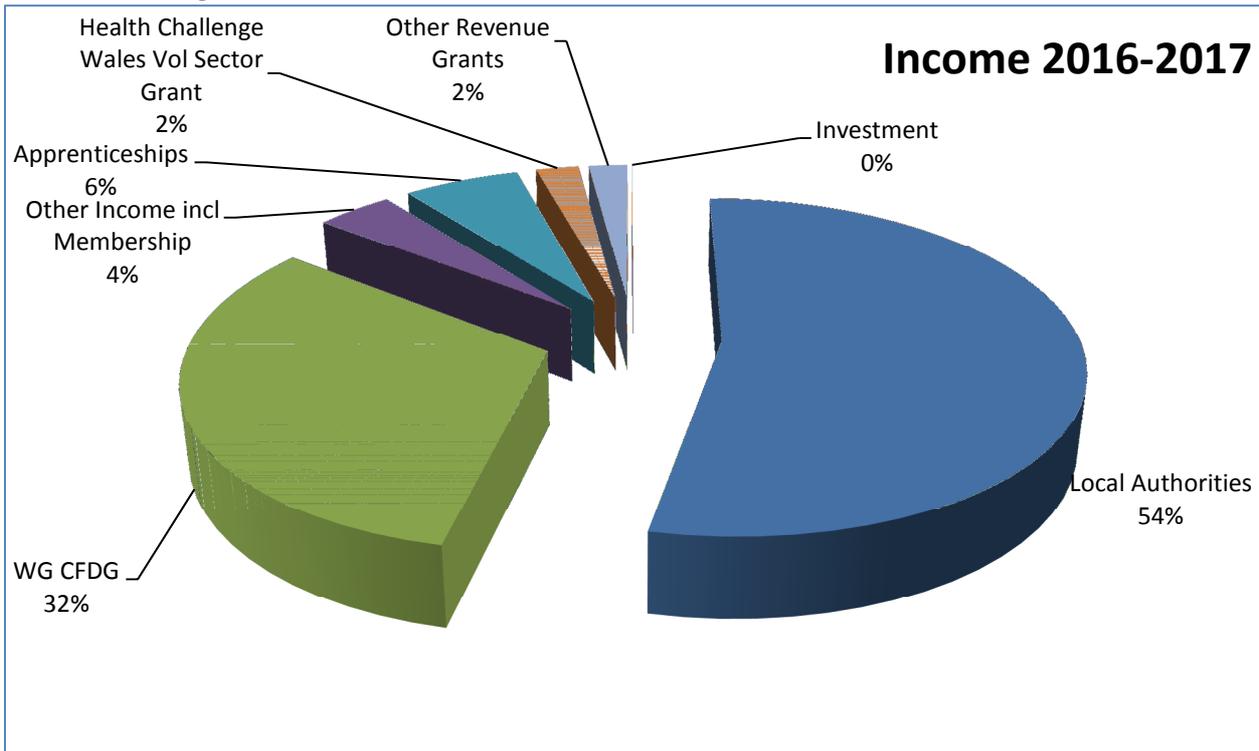
During the year an enormous amount of effort and hard work has been put in to try and reach our fundraising target for the year (£110,000) with around 100 applications made.

Applications submitted for funding totalled £1,800,122. This is an increase in applications submitted compared to the prior year but unfortunately the success rate has decreased to 42% (64%) and this contributed to £757,297 of our income. Many funders are oversubscribed with applications and this has resulted in the success rate decreasing.



Our total income for the year £1,187,319 has increased by nearly 2% on the prior year; this increase has come from an increased amount of funding through the Apprenticeship programme and an increased amount received through other revenue grants.

The continued reduction of reserves and draw on our cashflow led to another decrease in our investment income and resulted in income of £193 (<1%) This was achieved by investment at the highest rate of interest possible of our meagre available cash reserves. Charity bonds have become inaccessible to us as we need the funds to cashflow projects, thus diminishing our investment income.

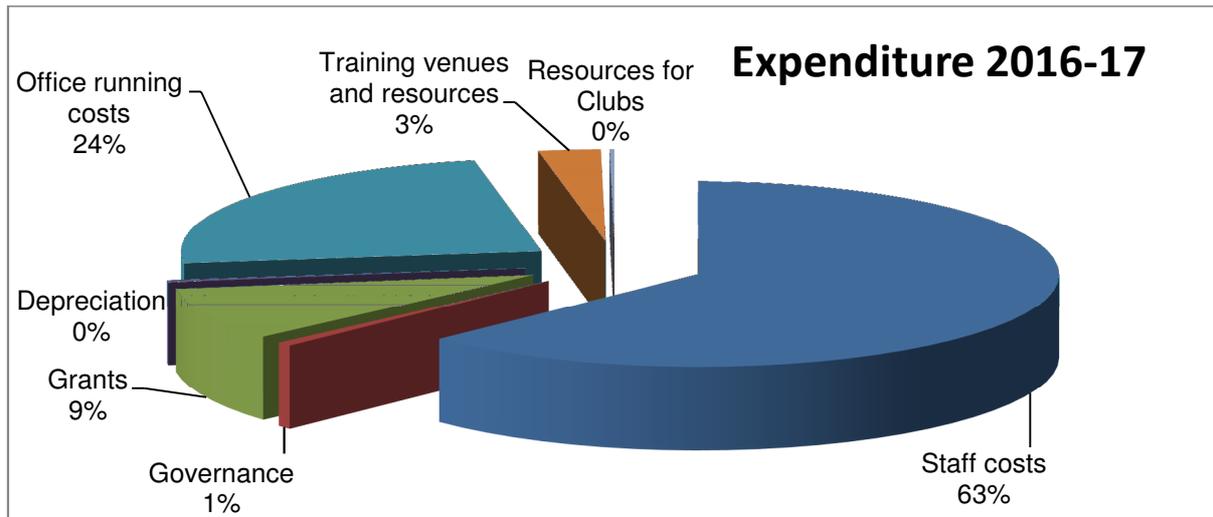


Other income has decreased to 3% (4%). This includes income from membership, training and miscellaneous income such as donation, advertising, translation and room hire.

The second highest source of income comes from the Children and Families Delivery Grant (CFDG) from the Welsh Government, which contributed towards our core costs and amounted to 32%. This **CFDG funding is vital** to our on-going work as it forms the foundation from which we are able to apply for project, Local Authority and all other types of funding.

Funding through the Work Based Learning contract for Apprenticeships has increased by 1% this year, equating to 6% of our total income.

Once again the Board of Trustees made the decision to use unrestricted reserves in order to provide the same services to out of school childcare clubs. The amount of reserves used was lower than budgeted as we received funding from additional projects allowing us to charge staff costs that would have otherwise come from reserves to these restricted funds.



The number of full time equivalent staff has decreased to 26 (28). This decrease is due the loss of Local Authority Funding and thus the reduction in the number of staff employed. Staff costs represent 63% (62%) of expenditure. This percentage has slightly increased compared to last year as our overall expenditure has reduced.

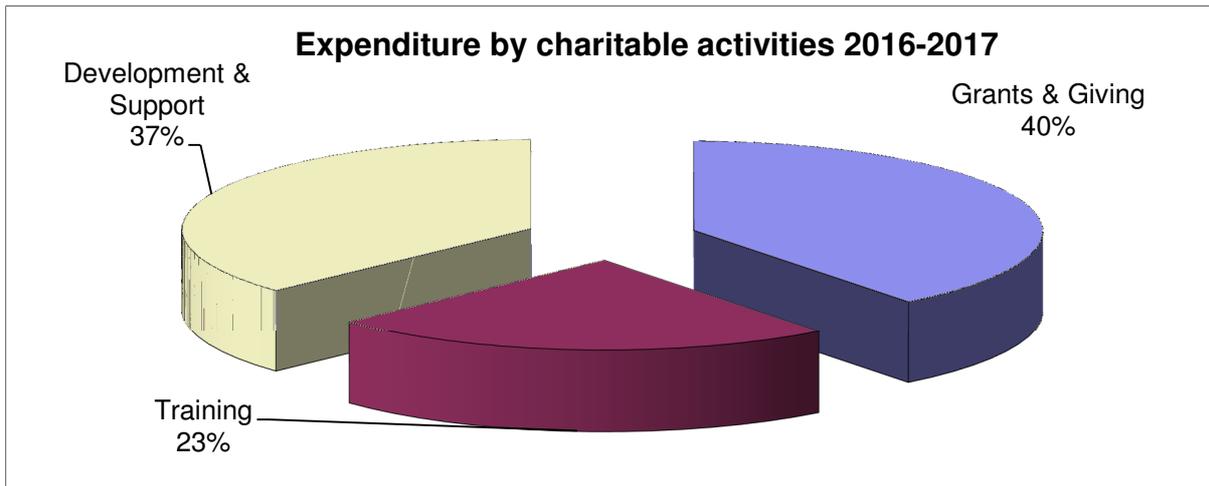
24% of our expenditure represents office running costs. These are the costs related to running our Head and Regional Offices.

There have been many savings throughout the year and this has helped our expenditure remain at similar percentages to last year. There has been a reduction on staff costs by 10% again on the prior year. Reductions in expenditure can also be seen in computer costs, insurance, subscriptions and Trustee Expenses. There has been an increase in printing and photocopying due to additional promotion of our membership, causing our office costs to have an increased percentage of 24% (23%).

Four counties have provided us with funding to distribute, administer, monitor and evaluate grants to support clubs. This made up 9% of our expenditure with 99 grants being paid through the year via Assisted Places, Extra Hands, Start up and Sustainability grants.

Training projects expenditure on venues and resources has increased to 3% (2%) this is due to an increased amount of training being purchased throughout the year.

Governance costs remain the same at just under 1% but have slightly decreased during the year. This decrease has come from a reduction in Trustee expenses but a slight increase in the cost of Trustee meetings.



The organisation has reported an unrestricted surplus of £5,000. This shows all the hard work and commitment staff have put in to reduce costs as this is the first time in many years that we have reported a surplus.

The fundraising target will increase to £220,000 for the upcoming year. We hope to maintain and possibly improve our success rate of 64% and we are hopeful that we can improve on this.

### **Risks**

As we are dependant on certain income sources this is one of our principal risks. We receive funding from many different sources and we cannot be certain as to who will continue to fund us. To mitigate this risk, we are identifying the sources of income that are our major dependencies and we are considering diversification plans and seeking funding from non government sources.

Another of our principal risks is failure to achieve financial targets through budgeting or inadequate provision of funding. To mitigate this risk, we regularly monitor variances against the monthly budgets to ensure all cost centres are performing correctly. We are also making the managers of the cost centres aware of their position so they can implement any changes to make sure they are performing correctly.

The last of our three top risks is how the cash flow could impact operational activities. To ensure that this does not happen we make certain that adequate information along with monitoring and reporting is passed to the funder in a timely manner. This helps to ensure that our funders are happy with our results and that they continue to fund us.

The main factor that is likely to affect our financial performance and our position going forward relates back to funding. Our main income source is from Welsh Government – Children and Families Delivery Grant. If Welsh Government choose to discontinue this funding it would have a major impact on the running of the organisation as this funding contributes to our core costs. Many Local Authorities fund us through the Out of School Childcare Grant. Without this funding we would not be able to continue the level of support we currently provide in their Local Authority Area. We can never be certain of this funding as it depends on the Local Authorities budget year on year.

### **Investment Policy**

Long term Charity Bonds are no longer available to us and the decrease in free reserves has resulted in a dramatic reduction in the investment income received over the last few years. With our reducing reserves we will be unlikely to be able to continue to make investments which attract higher rates of interest.

On a daily basis the current account balance is returned to a minimum balance, with the monies being transferred to a liquidity manager account, which gains an overnight investment return. Investment with one banking institution, whilst not best practice, enables us to keep banking costs down, which otherwise would offset any interest that might be gained.

### **Reserves Policy**

It is the policy of the charity to aim to achieve unrestricted funds, which are not committed for designated purposes or invested in tangible fixed assets (“the free reserves”) of at least two months of the resources expended in the main budget. The current Trustees are working towards three months reserves, as soon as is possible.

Our total amount of unrestricted funds total £166,164. Within this amount we have our designated funds. Our designated funds are made up of Budget Contribution for the next financial year (£86,614), Maternity and Sickness Reserve Fund (£10,000) and Strategic planning Fund (£10,000). This leaves £59,550 in our General Funds.

### **Plans for the Future: 2017 – 2018**

During the next 12 months, Clybiau Plant Cymru Kids' Clubs will be:

- Continuing to work within the CWLWM project and securing sustained funding past 30 September 2017. Following up and implementing recommendations from the ARAD independent evaluation and continuing with the close working with Welsh Government.
- Working closely with Welsh Government and the Early Implementer Local Authorities to support them with the introduction of The Childcare Offer. We will ensure that Out of School Childcare Clubs understand the importance of being able to register to become part of the offer and to prepare clubs in other Local Authority areas for further roll out.
- Continuing to extoll the benefits of Registration with CSSIW to Out of School Childcare Clubs and working with Welsh Government Education team to encourage school based settings to register.
- Strengthening the Out of School Childcare Clubs that are run by Voluntary Management Committees, ensuring that they have a robust constitution and getting them to review their governance.
- Working with Welsh Government to ensure that there are adequate Playwork training courses in the future.

- Working with CWLWM partners to gather baseline data on the number of Playworkers that are able to speak Welsh. Also developing resources and training materials to help Out of School Childcare Settings improve their Welsh in Settings.
- Continue to apply for funds for projects and training to ensure that Clybiau Plant Cymru Kids' Clubs continues to support Out of School Childcare Clubs with training to improve quality activities as well as business support.

### **Structure, Governance and Management**

The company was incorporated under the name of Clybiau Plant Cymru Kids' Clubs Limited on 1 October 2001. The company is limited by guarantee, registered in England and Wales. Charitable status was obtained on 1 August 2002 under reference 1093260.

On 17 August 2005 the company passed a special resolution to amend the Memorandum of Association to include the power to provide indemnity insurance to cover the liability of the Trustees and the Articles of Association altered to open the membership to Out of School Childcare Clubs and an election procedure for the Board of Trustees.

On 26 September 2005, the company passed a Special Resolution to change its name to Clybiau Plant Cymru Kids' Clubs from Clybiau Plant Cymru Kids' Clubs Limited so that the Companies House and the Charity Commission name are the same.

The company was established under its Memorandum and Articles of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

### **Appointment of Trustees**

The Directors of the company are also charity Trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Board of Trustees are elected annually and can serve for a period of no more than three consecutive years at a time unless such persons last served as a trustee more than one year previously.

On 17 August 2005 a resolution was passed to alter the Memorandum and Articles of Association of Clybiau Plant Cymru Kids' Clubs in order to appoint 12 Trustees to the Board of Trustees from the Out of School Childcare Clubs full members.

12 Trustees are appointed through a series of 3 regional elections from the members, and with 3 co-options made by the outgoing Board, making 15 Trustees in all.

Such appointments are subject to confirmation by the members at the Annual General Meeting and the Trustees when appointed serve until the end of the next Annual General Meeting.

The Trustees may co-opt to fill any vacancy at any time but such co-opted Trustees hold office only until the next Annual General Meeting.

## Trustee Induction and Training

All of the Trustees are familiar with the practical work of running Out of School Childcare Clubs and, with the Board co-options, provide a broad skill mix which reflects the diversity of the membership.

Each Trustee undergoes a Criminal Record Check (now known as DBS Disclosure and Barring Service) when elected. Each Trustee is given on election a trustee role description, strategic plan, memorandum and articles of association, company handbook, annual report and financial statements.

Trustees are inducted in the overall work of the organisation, and the range of projects the organisation is involved with at a series of presentations made by project leaders at the Annual General Meeting and at Board meetings during the year. Trustees receive bi-monthly copies of the "Governance" magazine, *essential information for effective trustees* published by [civilsociety.co.uk](http://civilsociety.co.uk). Trustees are also alerted to trustee training which is available locally as and when it occurs from such organisations as the local County Voluntary Councils.

All members of the Board of Trustees give their time voluntarily and are able to claim out of pocket/incidental travel expenses to meetings at the normal Inland Revenue rate.

## Organisational Structure

### Out of School Childcare Clubs elect a Board of Trustees



### Board of Trustees / Directors (elected at AGM)

Strategic direction and policy decisions made by Board of Trustees at, no less than, 4 meetings per year which are always attended by Chief Executive Officer, Finance Manager and Administration Manager (who have no voting power)

*A Finance and Personnel sub-committee meet a fortnight before Board meetings. All the Board are invited to attend this meeting chaired by a Trustee and attended by Chief Executive Officer, Finance Manager and Administration Manager.*



### Chief Executive Officer

Day to day management of the organisation is carried out by the Chief Executive Officer with support/advice from a Senior Team made up of a Finance Manager, 3 Regional Team Leaders, Senior Training Officer and Administration Manager.

There are 3 regional offices – in Cardiff, Colwyn Bay and Cross Hands, Carmarthenshire. There are 3 Team Leaders who oversee and support development and support staff who work in counties. The Training Manager oversees the trainers who are located in the regions in liaison with their Line Managers in North and West Wales. Trainers deliver the range of courses and provide support to individual students. Childcare Business

Development Officers may also deliver some training, but they provide almost all the individual mentoring to Playworkers.

The Key Management Personnel of the organisation includes the Chief Executive Officer, Finance Manager, and Administration Manager.

**Remuneration** of all Staff, including that of Key Management Personnel, is aligned to the **NJC scales**, any increases are agreed at Board meetings. Job descriptions and roles are aligned to scale points and pay rates are set accordingly.

#### **Reference and administrative details**

<b>Directors / Trustees:</b>	Vanessa Davies	
	Nicola Reed	
	Rebecca Sweeting	
	Wendy Evans	- resigned 19 October 2016
	Brigid Morag Lee	
	Clare MacOmish	
	Dawn Vaughan	- resigned 19 October 2016
	Bethan Webber	- resigned 19 October 2016
	Robert Williams	- resigned 19 October 2016
	Richard Greig	- appointed 19 October 2016
	Matthew Wilson	- appointed 19 October 2016
	Elizabeth Williams	- appointed 19 October 2016
	Claire Thomas-Jones	- appointed 19 October 2016
	Jason Roberts-Jones	- appointed 19 October 2016
	Sandra Rowlands	- appointed 19 October 2016
	Lesley Herbert	- appointed 19 October 2016

**Company Secretary:** Jane O'Toole

#### **Key Management Personnel**

Chief Executive Officer:	Mrs L J O'Toole	
Finance Manager:	Miss L Meredith	- appointed 1/08/2016
Administration Manager:	Mrs Shelley Jenkins	

**Registered office:** Bridge House, Station Road, Llanishen  
Cardiff CF14 5UW

**Auditors:** Broomfield & Alexander  
Chartered Accountants & Statutory Auditors  
Waters Lane Chambers, 1-3 Waters Lane,  
Newport, NP20 1LA

**Bankers:** National Westminster plc  
1 Taff Street, Pontypridd, Rhondda Cynon Taf  
CF37 4UU

**Registered company number:** 4296436 (England and Wales)

**Registered charity number:** 1093260

**Solicitors:** Heights Legal  
Unit L  
Trecenydd Business Park  
Caerphilly  
CF83 2RZ

## STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Trustees (who are also directors of Clybiau Plant Cymru Kids' Clubs for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## ON BEHALF OF THE BOARD/TRUSTEES

.....  
Rebecca Sweeting  
**Chair of Trustees**

Dated: .....

## **Independent Auditors' Report to the Trustees of Clybiau Plant Cymru Kids' Clubs**

We have audited the financial statements of Clybiau Plant Cymru Kids' Clubs for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charitable company's trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Financial Reporting Council's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

## **Broomfield & Alexander Limited**

Chartered Accountants & Statutory Auditors  
Waters Lane Chambers  
1-3 Waters Lane  
Newport  
NP20 1LA

Date:

Broomfield & Alexander is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

**(Incorporating Income and Expenditure Account)**

	Note	Unrestricted funds £	Restricted funds £	Total funds 2017 £	Total funds 2016 £
<b>Income and endowments from:</b>					
Donations and legacies	3	23,887	3,430	27,317	25,909
Charitable activities	4	-	1,138,883	1,138,883	1,114,806
Other trading activities	5	20,926	-	20,926	24,821
Investments	6	193	-	193	314
<b>Total income and endowments</b>		<b>45,006</b>	<b>1,142,313</b>	<b>1,187,319</b>	<b>1,165,850</b>
<b>Expenditure on:</b>					
Charitable activities	7	45,407	1,116,471	1,161,878	1,203,932
<b>Total expenditure</b>		<b>45,407</b>	<b>1,116,471</b>	<b>1,161,878</b>	<b>1,203,932</b>
<b>Net income/(expenditure)</b>	8	<b>(401)</b>	<b>25,842</b>	<b>25,441</b>	<b>(38,082)</b>
Transfers between funds	14,15	5,365	(5,365)	-	-
<b>Net movement in funds</b>		<b>4,964</b>	<b>20,477</b>	<b>25,441</b>	<b>(38,082)</b>
<b>Reconciliation of Funds</b>					
Total funds brought forward	14,15	161,200	47,065	208,265	246,347
<b>Total funds carried forward</b>	16	<b>166,164</b>	<b>67,542</b>	<b>233,706</b>	<b>208,265</b>

A separate income and expenditure account has been prepared on page 45.

The Statement of Financial Activities includes all gains and losses recognised in the year.

All outgoing resources expended derive from continuing activities

The notes on pages 35 to 49 form part of these financial statements.

Clybiau Plant Cymru Kids' Clubs  
Balance Sheet as at 31 March 2017

	Note	2017 £	£	2016 £	£
<b>Fixed assets:</b>					
Tangible assets	11		6,865		4,704
<b>Current assets:</b>					
Stock		18,872		19,397	
Debtors	12	66,718		44,879	
Cash at bank and in hand		<u>278,577</u>		<u>261,613</u>	
		<b>364,167</b>		<b>325,889</b>	
<b>Liabilities:</b>					
Creditors: Amounts falling due within one year	13	<u>(137,326)</u>		<u>(122,328)</u>	
<b>Net current assets</b>			<b>226,841</b>		203,561
<b>Net assets</b>			<u><b>233,706</b></u>		<u>208,265</u>
<b>The funds of the charity:</b>					
Restricted income funds	14		67,542		47,065
Unrestricted income funds	15		<u>166,164</u>		<u>161,200</u>
<b>Total charity funds</b>			<u><b>233,706</b></u>		<u>208,265</u>

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

For the financial year ended 31 March 2017, the company was entitled to exemption from audit under the Companies Act 2006, s. 477 relating to small companies and the members have not required the company to obtain an audit of its accounts for the year in question in accordance with s. 476. The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These financial statements were approved by the Board of Directors/Trustees on .....

.....  
Chairperson (Rebecca Sweeting) Date

.....  
Trustee (Brigid Lee) Date

The notes on pages 35 to 49 form part of these financial statements

Clybiau Plant Cymru Kids' Clubs  
Statement of Cash Flows for the year ended 31 March 2017

	<b>Note</b>	<b>2017</b> £	2016 £
Net cash provided by/(used in) operating activities	22	<u>22,995</u>	<u>(61,852)</u>
<b><i>Cash flows from investing activities:</i></b>			
Dividends, interest and rents from investments		193	314
Purchase of property plant and equipment		<u>(6,224)</u>	<u>(3,496)</u>
<b>Net cash used in investing activities</b>		<u>(6,031)</u>	<u>(3,182)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>16,964</b>	(65,034)
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<b>261,613</b>	326,647
<b>Cash and cash equivalents at the end of the reporting period</b>	22	<u>278,577</u>	<u>261,613</u>

The notes on pages 35 to 49 form part of these financial statements

## 1. ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the charity's financial statements.

### **Legal Form and Address**

Clybiau Plant Cymru Kids' Clubs is a private company limited by guarantee incorporated in England and Wales. The registered office is Bridge House, Station Road, Llanishen, Cardiff, CF14 5UW.

### **Basis of Preparation**

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

Clybiau Plant Cymru Kids' Clubs meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). Figures contained in the financial statements have been rounded to the nearest pound.

### **Presentation of the accounts on a going concern basis**

The charity reported a net unrestricted inflow of £4,964 for the year. The company relies heavily on funding from the Welsh Government for its income. Should this source of income cease, it would have significant implications for the scale of operations of the company. The directors have prepared the financial statements on the going concern basis assuming that grants from the Welsh Government will continue to be forthcoming in the future. The charity is monitoring results on a frequent basis. The trustees are of the view that on this basis the charity is a going concern and there are no material uncertainties about the charity's ability to continue as a going concern.

### **Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Membership and training income is recognised in the period to which it relates and any amounts received in advance are deferred in the balance sheet.

Cash donations are recognised on receipt.

In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met. Capital grants are credited to the statement of financial activities as and when receivable.

### **Resources expended**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure on charitable activities includes all costs relating to the furtherance of the charity's objectives as stated in the trustees report and their associated support costs. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

## 1. ACCOUNTING POLICIES (continued)

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly and support costs are apportioned on an appropriate basis e.g. staff time spent on each activity.

Grants payable are payments made to third parties in furtherance of the charitable objects of the company. The grants are accounted for where either the Trustees have agreed to pay the grant without condition and the recipient has a reasonable expectation that they will receive a grant, or any condition attached to the grant is outside the control of the company.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

### **Pension costs**

The charity has arranged a defined contribution pension scheme for members of staff. The assets of the scheme are held separately from those of the charity, being invested with insurance companies. Pension costs charged in the Statement of Financial Activities represent the contribution payable by the charity in the year and are allocated to unrestricted and restricted funds accordingly.

### **Fixed assets**

Fixed assets are recorded at cost or in cases where fixed assets have been donated to the Charity, at valuation at time of acquisition.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset, as follows:

Furniture and fittings -	25% p.a. straight line basis
Computer equipment -	33% p.a. straight line basis

### **Stock**

Stock represents stationery, printed material and other consumables and is valued at cost.

### **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### **Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

### **Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

## 1. ACCOUNTING POLICIES (continued)

### Liabilities policy

Liabilities are recognised in the Statement of Financial Activities as they become payable.

### Fund accounting

Funds held by the charity are either:

*Unrestricted general funds* – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

*Designated funds* – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.

*Restricted funds* – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Where restricted funds received remain partly unspent, they are carried forward to the following period in restricted reserves.

### Operating leases

Rentals applicable to operating leases are charged to the Statement of Financial Activities on a straight-line basis over the lease terms.

### Redundancy payments

The charity recognises redundancy payments as a liability and as an expense when the entity is demonstrably committed to either to terminate the employment of an employee or a group of employees before the normal retirement date.

## 2. Critical accounting estimates and judgements

In the application of charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

## 3. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Donations	4,190	3,430	7,620	3,230
Membership fees	19,697	-	19,697	22,679
	<u>23,887</u>	<u>3,430</u>	<u>27,317</u>	<u>25,909</u>

#### 4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Grants	-	<b>1,138,883</b>	<b>1,138,883</b>	<b>1,114,806</b>
	<u>-</u>	<u><b>1,138,883</b></u>	<u><b>1,138,883</b></u>	<u><b>1,114,806</b></u>

	Restricted Total 2017 £	Total 2016 £
<b>Grants</b>		
Welsh Government – Children and Families Delivery Grant	<b>379,936</b>	379,938
Anglesey County Council – Out of School Childcare grant (OSG)	<b>34,138</b>	33,508
Anglesey County Council – Training	-	2,190
Anglesey County Council – L3 Transitional	<b>5,000</b>	-
Anglesey County Council – 30 hours free childcare	<b>2,609</b>	-
Bridgend County Council	<b>400</b>	905
British Science Week	<b>1,000</b>	-
Caerphilly County Council Training	-	2,220
City and County of Cardiff Council – Level 3 Diploma	<b>6,080</b>	2,430
City and County of Cardiff Council – Training	-	12,400
Carmarthenshire County Council	<b>30,000</b>	30,000
Carmarthenshire County Council – CACHE	<b>4,942</b>	-
Ceredigion County Council	<b>4,800</b>	6,000
Ceredigion County Council – OSG	<b>17,170</b>	17,040
Ceredigion County Council – OSG Training	-	1,150
Conwy County Borough Council	-	16,024
Conwy County Borough Council – Grants	<b>20,000</b>	34,920
Conwy County Borough Council – OSG	<b>51,076</b>	43,161
Conwy County Borough Council – Training	-	5,895
Conwy County Borough Council – CACHE	<b>5,800</b>	-
Conwy County Borough Council – SSDW	<b>235</b>	-
Denbighshire County Council – Training	<b>463</b>	-
Flintshire County Council – Essential Training	-	660
Flintshire County Council – Grants	-	1,947
Flintshire County Council – OSG	-	10,935
Gwynedd County Borough Council – Grants	<b>10,309</b>	8,132
Gwynedd County Borough Council – OSG	<b>24,562</b>	24,033
Gwynedd County Borough Council – Training	<b>3,710</b>	5,000
Gwynedd County Borough Council – L3 Transitional	<b>5,000</b>	-
Gwynedd County Borough Council – Play opportunity	<b>6,120</b>	-
Gwynedd County Borough Council – 30 hours	<b>2,609</b>	-
Merthyr Tydfil County Borough Council – Childcare Contract	<b>55,000</b>	55,000
Merthyr Tydfil County Borough Council – Grants	<b>14,000</b>	10,288
Merthyr Tydfil County Borough Council – OSG	<b>20,340</b>	20,340
Merthyr Tydfil County Borough Council – Training	<b>735</b>	-
Merthyr Tydfil County Borough Council – L3 Transitional	<b>7,400</b>	-
Monmouthshire County Council	<b>13,620</b>	21,947
Monmouthshire County Council – Training	<b>4,000</b>	-

**4. INCOME FROM CHARITABLE ACTIVITIES (continued)**

	<b>Restricted Total 2017 £</b>	Total 2016 £
Newport City Council	-	11,500
Newport City Council – Contract	<b>22,087</b>	11,044
Newport City Council – OSG	<b>48,252</b>	42,485
Newport City Council – OSG Grants	<b>63,700</b>	74,624
Newport City Council – Training	<b>28,600</b>	15,803
Newport City Council – Welsh Language CCSIW	<b>2,360</b>	-
Newport City Council – L3 Transitional	<b>7,400</b>	-
Pembrokeshire County Council	<b>31,920</b>	25,330
Pembrokeshire Training	-	6,450
Pembrokeshire L3 Transitional	<b>4,180</b>	-
Pembrokeshire SDF	<b>3,640</b>	-
Rhondda Cynon Taf – OSG	<b>24,210</b>	24,210
Rhondda Cynon Taf – OSG Grants	-	15,000
Rhondda Cynon Taf – OSG Training	<b>2,045</b>	1,180
Rhondda Cynon Taf – L3 Transitional	<b>7,400</b>	-
Rhondda Cynon Taf – Training	-	3,100
City and County of Swansea Council	<b>36,922</b>	36,922
Vale of Glamorgan - Training	-	4,050
Vale of Glamorgan – L3 Transitional	<b>5,000</b>	-
Apprenticeships – 2015-16 NW	<b>10,511</b>	2,067
Apprenticeships – 2015-16 SEW	<b>9,756</b>	34,352
Apprenticeships – 2015-16 WW	<b>4,899</b>	18,779
Apprenticeships – 2016/17 SEW	<b>30,052</b>	-
Apprenticeships – 2016/17 WW	<b>4,233</b>	-
Apprenticeships – 2016/17 NW	<b>2,210</b>	-
Apprenticeships – Neath and Port Talbot	-	1,957
Apprenticeships – displaced	<b>11,540</b>	-
Awards for All – Big Lottery	-	4,711
Health Challenge Wales	-	3,732
Health Challenge Wales 15/17	<b>27,122</b>	18,302
ICF – North Wales	<b>3,229</b>	-
Nineveh Trust	-	1,306
Pears Foundation	-	4,718
P3 Training	<b>1,002</b>	-
SASS	<b>1,027</b>	-
Sky Play, Our Way	<b>7,493</b>	-
Snowdonia SDF	<b>999</b>	-
South Hook	<b>4,409</b>	-
SwansAid	-	1,725
Thomas Howells Trust	-	1,395
Torfaen Welsh Language	<b>1,400</b>	-
Wales PPA QFA	<b>231</b>	2,706
Ysgellog Community Fund	-	1,295
	<b><u>1,138,883</u></b>	<b><u>1,114,806</u></b>

## 5. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted £	Total 2017 £	Total 2016 £
Training	15,532	15,532	19,714
Miscellaneous income	5,394	5,394	5,107
	<u>20,926</u>	<u>20,926</u>	<u>24,821</u>

## 6. INCOME FROM INVESTMENTS

	Unrestricted £	Total 2017 £	Total 2016 £
Bank interest	<u>193</u>	<u>193</u>	<u>314</u>

## 7. EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct costs £	Grant funding of activities £	Support Costs £	Governance costs £	2017 Total £	2016 Total £
Training	32,464	-	237,800	-	270,264	268,882
Grants to clubs – see next page	-	106,836	399,707	-	506,543	545,615
Development and support given to clubs	2,465	-	374,409	-	376,874	381,097
Auditors remuneration	-	-	-	6,300	6,300	6,300
Trustees expenses	-	-	-	316	316	773
Costs of trustees meetings	-	-	-	1,581	1,581	1,265
	<u>34,929</u>	<u>106,836</u>	<u>1,011,916</u>	<u>8,197</u>	<u>1,161,878</u>	<u>1,203,932</u>

	Basis of Allocation	Training	Grants made to clubs	Development and support given to clubs	2017 Total	2016 Total
		£	£	£	£	£
<b>Support costs</b>						
Salaries and national insurance	Time	162,048	272,378	255,139	689,565	707,369
Pensions and health insurance	Time	9,157	15,392	14,418	38,967	40,438
National and regional office running costs	Time	65,656	110,358	103,373	279,387	272,455
Depreciation	Time	939	1,579	1,479	3,997	2,841
		<u>237,800</u>	<u>399,707</u>	<u>374,409</u>	<u>1,011,916</u>	<u>1,023,103</u>

**7. EXPENDITURE ON CHARITABLE ACTIVITIES (continued)**

	Restricted £	Total 2017 £	Total 2016 £
<b>Grants payable</b>			
Conwy County Borough Council - OSG	20,000	20,000	34,920
Flintshire County Council	-	-	1,593
Gwynedd County Borough Council	9,136	9,136	7,132
Merthyr Tydfil County Borough Council - OSG	14,000	14,000	10,288
Newport City Council - OSG	63,700	63,700	74,624
Pembrokeshire Carers Grant	-	-	-
Rhondda Cynon Taf - OSG	-	-	12,932
	<u>106,836</u>	<u>106,836</u>	<u>141,489</u>

All grants are to provide support to Out of School Childcare Clubs in Wales. During the course of the year 176 grants were made (2016: 179), ranging in size from £120 to £8,000 (2016: £48 to £8,000).

**8. NET INCOME FOR THE YEAR**

This is stated after charging:

	2017 £	2016 £
Depreciation – owned assets	3,997	2,841
Auditors remuneration:		
Audit fees	6,300	4,800
Accountancy services	-	1,500
Operating leases	<u>72,192</u>	<u>72,192</u>

**9. ANALYSIS OF STAFF COSTS, TRUSTEE REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT PERSONNEL**

	2017 £	2016 £
Wages and salaries	644,532	648,845
Social security costs	45,034	47,176
Pension costs	35,902	37,848
Medical insurance	3,064	2,592
Redundancy costs	-	11,346
	<u>728,532</u>	<u>747,807</u>

No employee was paid £60,000 or more during the year (2016: Nil).

No trustees received remuneration or any other benefits during the year.

7 trustees (2016: 7) were reimbursed travel and subsistence expenses for attending meetings amounting to £316 (2016: £773).

**Key management personnel**

The total benefits paid to key management personnel during the year was £115,913 (2016: £120,130).

**10. STAFF NUMBERS**

The average number of staff employed during the financial year amounted to:

	2017 No	2016 No
Managers	5	7
Development officers	10	9
Training officers	4	5
Administrators	11	10
Support workers	2	3
	<u>32</u>	<u>34</u>

The average number of full time equivalent staff employed during the financial year amounted to:

	2017 No	2016 No
Managers	4	6
Development officers	10	7
Training officers	3	4
Administrators	8	9
Support workers	1	2
	<u>26</u>	<u>28</u>

## 11. TANGIBLE FIXED ASSETS

	Furniture and fittings £	Computer equipment £	Total £
<b>Cost</b>			
At 1 April 2016	58,639	138,456	197,095
Additions	-	6,224	6,224
Disposals	-	(9,836)	(9,836)
At 31 March 2017	<u>58,639</u>	<u>134,844</u>	<u>193,483</u>
<b>Depreciation</b>			
At 1 April 2016	57,940	134,451	192,391
Charge for year	682	3,315	3,997
Eliminated on disposal	-	(9,770)	(9,770)
At 31 March 2017	<u>58,622</u>	<u>127,996</u>	<u>186,618</u>
<b>Net book value</b>			
At 31 March 2017	<u>17</u>	<u>6,848</u>	<u>6,865</u>
At 31 March 2016	699	4,005	4,704

## 12. DEBTORS

	2017 £	2016 £
Amounts due within one year:		
Trade debtors	51,922	22,988
Other debtors	4,684	1,602
Prepayments and accrued income	10,112	20,289
	<u>66,718</u>	<u>44,879</u>

## 13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Trade creditors	39,931	37,145
Other creditors	19,485	9,620
Social security and other taxes	11,273	12,413
Deferred income	15,295	19,310
Accrued expenses	51,342	43,840
	<u>137,326</u>	<u>122,328</u>

The deferred income relates to membership and training income received in advance.

**The movement in deferred income can be seen below:**

	2017 £	2016 £
Balance brought forward	19,310	23,574
Income received	31,214	38,129
Income released	(35,229)	(42,393)
Balance carried forward	<u>15,295</u>	<u>19,310</u>

#### 14. RESTRICTED FUNDS

	Sub- Note	Balance as at 1 April 2016 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2017 £
<b>Grants</b>						
Welsh Government – Children and Families Delivery Grant	9	-	379,936	(379,936)	-	-
Anglesey County Council – Out of School Childcare Grant (OSG)	3	-	34,138	(34,138)	-	-
Anglesey County Council – Training	4	1,555	-	(1,555)	-	-
Anglesey County Council – L3 Transitional	4	-	5,000	(1,525)	-	3,475
Anglesey County Council – 30 Hours free childcare	4	-	2,609	(509)	-	2,100
Bridgend County Council	4	-	400	(400)	-	-
British Science Week	4	-	1,000	(1,140)	140	-
Carmarthenshire County Council	1,3	-	30,000	(32,338)	2,338	-
Carmarthenshire County Council – CACHE L3	4	-	4,942	(2,916)	-	2,026
Carmarthenshire County Council – RDP*	1	-	-	(459)	-	(459)
City and County of Cardiff – Level 3 Diploma	4	-	6,080	(1,757)	-	4,323
City and County of Cardiff – Training	4	3,379	-	(3,379)	-	-
Ceredigion County Council	1	-	4,800	(6,568)	1,768	-
Ceredigion County Council – OSG	3	-	17,170	(17,170)	-	-
Ceredigion County Council – OSG Training	4	893	-	(893)	-	-
Conwy County Borough Council – Grants	2,5	-	20,000	(20,000)	-	-
Conwy County Borough Council – OSG	3	-	51,076	(51,076)	-	-
Conwy County Borough Council – CACHE L3 Transitional	4	-	5,800	(1,785)	-	4,015
Conwy County Borough Council – SSDW	4	-	235	(56)	-	179
Denbighshire County Council – Training	4	-	463	(649)	186	-
Gwynedd County Borough Council – Grants	2	-	10,309	(10,309)	-	-
Gwynedd County Borough Council – OSG	3	-	24,562	(29,027)	4,465	-
Gwynedd County Borough Council – Training	4	-	3,710	(3,710)	-	-
Gwynedd County Borough Council – L3 Transitional	4	-	5,000	(1,470)	-	3,530
Gwynedd County Borough Council – Play Opportunity	4	-	6,120	(6,120)	-	-
Gwynedd County Borough Council – 30 hours	4	-	2,609	(797)	-	1,812
Merthyr Tydfil CBC – Childcare Contract	1,3	-	55,000	(56,971)	1,971	-
Merthyr Tydfil CBC – Grants	5	-	14,000	(14,000)	-	-
Merthyr Tydfil CBC – OSG	3	-	20,340	(20,340)	-	-
Merthyr Tydfil CBC – Training	4	-	735	(735)	-	-
Merthyr Tydfil CBC – L3 Transitional	4	-	7,400	(2,412)	-	4,988
Monmouthshire County Council	1,3	-	13,620	(13,620)	-	-
Monmouthshire County Council – Training	4	923	4,000	(2,056)	-	2,867
Newport City Council – OSG	3	-	48,252	(48,252)	-	-
Newport City Council – OSG – Grants	2,5	-	63,700	(63,700)	-	-
Newport City Council – Training	4	3,998	28,600	(19,584)	-	13,014
Newport City Council – Welsh Language CCSIW	4	-	2,360	(316)	-	2,044
Newport City Council – L3 Transitional	4	-	7,400	(2,036)	-	5,364
Newport Contract	1	-	22,087	(22,087)	-	-
Pembrokeshire County Council	3	-	31,920	(31,920)	-	-

#### 14. RESTRICTED FUNDS (continued)

	Sub- Note	Balance as at 1 April 2016 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2017 £
Pembrokeshire Training	4	5,459	-	(5,459)	-	-
Pembrokeshire L3 Transitional	4	-	4,180	(890)	-	3,290
Pembrokeshire SDF*	4	-	3,640	(5,047)	-	(1,407)
Rhondda Cynon Taf – OSG	3	-	24,210	(24,352)	142	-
Rhondda Cynon Taf – OSG Training	4	-	2,045	(1,164)	-	881
Rhondda Cynon Taf – L3 Transitional	4	-	7,400	(2,683)	-	4,717
City and County of Swansea Council	3	-	36,922	(39,156)	2,234	-
Vale of Glamorgan - Training	4	2,959	-	(2,959)	-	-
Vale of Glamorgan – L3 Transitional	4	-	5,000	(2,011)	-	2,989
Apprenticeships 2015-16 NW *	8	(1,642)	10,511	(11,516)	2,647	-
Apprenticeships 2015-16 SEW	8	14,429	9,756	(5,632)	(18,553)	-
Apprenticeships 2015-16 WW	8	5,165	4,899	(5,646)	(4,418)	-
Apprenticeships 2016-17 SEW	8	-	30,052	(23,283)	-	6,769
Apprenticeships 2016-17 WW*	8	-	4,233	(6,360)	-	(2,127)
Apprenticeships 2016-17 NW	8	-	2,210	(3,209)	-	(999)
Apprenticeships 2016-17 Displaced	8	-	11,540	(5,068)	-	6,472
Awards for All	10	963	-	(1,185)	222	-
Health Challenge Wales 15/17	6	-	27,122	(27,122)	-	-
ICF – North Wales	4	-	3,229	(3,229)	-	-
Network Rail	4	2,321	-	(2,321)	-	-
Nineveh Trust	4	1,284	-	(1,624)	340	-
P3 Training	4	-	1,002	(815)	(187)	-
Pears Foundation	4	3,068	-	(3,070)	2	-
SASS	1	-	1,027	(1,587)	560	-
Sky Play, Our Way*	4	-	7,493	(11,045)	-	(3,552)
Snowdonia SDF	4	-	999	(1,007)	8	-
South Hook	4	-	4,409	(4,409)	-	-
SwansAid	4	625	-	(628)	3	-
Torfane Welsh Language	4	-	1,400	(1,400)	-	-
Wales PPA QFA	10	-	231	(436)	205	-
Ysgellog Community Fund	4	426	-	(743)	317	-
<b>Donations</b>						
Cardiff Welsh Church Act Fund	4	-	500	(93)	-	407
Horizon Nuclear Power	4	-	1,590	(766)	-	824
Magno Socio Economic Scheme	4	-	1,000	(1,221)	221	-
Monmouthshire Welsh Church Act Fund	4	-	340	(358)	18	-
Ray Gravell	4	1,260	-	(1,266)	6	-
		<u>47,065</u>	<u>1,142,313</u>	<u>(1,116,471)</u>	<u>(5,365)</u>	<u>67,542</u>

\*The negative balances relate to the carry forward of expenditure that will be funded post year end.

- Note 1 Staff costs**  
Funding to cover staff costs to support the Rates Support Grant within the Local Authority. To help develop and sustain clubs offering them training on club development and policies.
- Note 2 Assisted Places and Extra Hands Grants**  
Extra Hands grants provide full or part funding for one-to-one workers for children with special needs. Assisted Places grants provide for families unable to afford childcare fees. Clybiau Plant Cymru Kids' Clubs manages the application, assessment, payment, and monitoring processes for the award. The organisation's local Childcare Business Development Officers support clubs by advertising the grants, helping with applications, conducting monitoring and providing whatever other assistance is required. Assisted Places and Extra Hands grants are important to children, parents and clubs. Everyone recognises the entitlement of special needs children to support as well as the positive social and emotional benefits of inclusion for children with special needs and their peers. Grants are also necessary for clubs as most childcare clubs operate 'on a shoestring' and would not otherwise be able to afford an additional worker to support one child. The grants are critical to parents who need respite, need to work, want to work or attend training.
- Note 3 Out of School Childcare Grant (formally known as Community Focussed Schools Grant)**  
Funding to employ staff to support the development of new childcare.
- Note 4 Training**  
Funding to provide Playworker training courses, for Playworkers working or living within the Local Authority area to improve the skills of new and existing childcare workers in Out of School Childcare Clubs. Some courses are run as workshops in clubs with the children participating in the training workshop alongside the Playworkers.
- Note 5 Development Grants**  
Development and sustainability grants to provide development, support and a key fund grant programme, which includes equipment, for Out of School Childcare Clubs. Setting up new Out of School Childcare Clubs, extending existing clubs.
- Note 6 Health Challenge Wales**  
Funding to provide training to Playworkers to raise awareness of the benefits of physical activity and balanced nutrition and to enable children to take more responsibility for their own health.
- Note 7 Jobs Growth Wales**  
A project which allows Clybiau Plant Cymru Kids' Clubs to employ for 26 weeks, young people not currently in employment, education or training, to place them in Out of School Childcare Clubs and to mentor them through job competency workshops, in the hope that they will achieve the award stage of a level 1 and that the settings in which they are placed will retain them in their employ after the project.
- Note 8 Torfaen Training – Apprenticeships**  
A work based learning project training participants in CACHE level ii and iii in Playwork, funding is received retrospectively, the negative restricted funds brought forward depicts this.
- Note 9 Welsh Government – Children and Families Development Grant**  
Working together with the five leading childcare organisations in Wales, to deliver a bilingual integrated service that will ensure the best possible outcomes for children and families across Wales, within the Welsh Government's 'whole-system' approach.
- Note 10 Other General Funds**  
Grants for one off funding for specific projects.

Restricted funds represent grants received for specific purposes. When the expenditure to which these grants relate is incurred it is charged to the fund in the Statement of Financial Activities.

Where an overspend occurred on a restricted fund, a transfer has been made from unrestricted funds to cover the overspend.

**15. UNRESTRICTED FUNDS**

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2017 £
<b>Designated Funds</b>					
Budget Contribution – for 2016-17 Fund	71,757	-	(7,075)	21,932	86,614
Maternity and Sickness Reserve Fund	10,000	-	(18,779)	18,779	10,000
Strategic Planning Fund	10,000	-	(6,351)	6,351	10,000
	91,757	-	(32,205)	47,062	106,614
<b>General Funds</b>	69,443	45,006	(13,202)	(41,697)	59,550
	<u>161,200</u>	<u>45,006</u>	<u>(45,407)</u>	<u>5,365</u>	<u>166,164</u>

The **Budget Contribution Fund** represents money from the general reserve set aside to finance unrestricted expenditure in 2017-18.

The **Maternity and Sickness Reserve Fund** represents money set aside to cover any costs of maternity or sickness cover which are over and above the budget for 2017-18.

The **Strategic Planning Fund** represents monies put aside for future strategic planning projects.

**16. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted Funds £	Restricted Funds £	Total funds £
Fund balances as at 31 March 2017 are represented by:			
Tangible Fixed Assets	6,865	-	6,865
Current Assets	296,625	67,542	364,167
Current Liabilities	(137,326)	-	(137,326)
	<u>166,164</u>	<u>67,542</u>	<u>233,706</u>

## 17. FINANCIAL COMMITMENTS

At 31 March 2017, the charity had annual commitments under non-cancellable operating leases as follows:

The following operating lease payments are committed by the charity:

	2017		2016	
	Land & buildings £	Other £	Land & buildings £	Other £
Due in one year	57,720	16,670	57,720	16,670
Due in 2 – 5 years	12,000	52,705	24,000	63,812
Due in more than 5 years	-	-	-	5,461
	<u>69,720</u>	<u>69,375</u>	<u>81,720</u>	<u>85,943</u>

## 18. RELATED PARTY TRANSACTIONS

The clubs of which M Wilson and R Sweeting (all trustees in recent years) are involved in running, received grants from the charity totalling £6,047 during the year (2016: £5,554). There were no outstanding balances at the year end (2016: Nil).

## 19. APB ETHICAL STANDARD – PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to assist with the preparation of the financial statements.

## 20. SHARE CAPITAL

The company does not have a share capital, being limited by guarantee.

## 21. PENSION COMMITMENTS

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in independently administered funds. The pension cost charge represents contributions paid by the charity to the fund and amounted to £35,902 (2016: £37,848). Contributions outstanding at the year end amounted to £11,318 (2016: £5,068).

**22. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2017 £	2016 £
<b>Net income/ (expenditure) for the reporting period</b>	<b>25,441</b>	<b>(38,082)</b>
<i>Adjustments for:</i>		
Depreciation charges	3,997	2,841
Dividends, interest and rents from investments	(193)	(314)
Loss/(profit) on the sale of fixed assets	66	-
Decrease in stocks	525	1,430
(Increase)/decrease in debtors	(21,839)	(15,241)
Increase/(decrease) in creditors	14,998	(12,486)
<b>Net cash provided by/(used in) operating activities</b>	<b>22,995</b>	<b>(61,852)</b>

**Analysis of Cash and Cash Equivalents**

Cash in hand	<u>278,577</u>	<u>261,613</u>
<b>Total Cash and Cash Equivalents</b>	<b><u>278,577</u></b>	<b><u>261,613</u></b>

**23. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds 2016 £
<b>Income and endowments from:</b>			
Donations and legacies	24,459	1,450	25,909
Charitable activities	-	1,114,806	1,114,806
Other trading activities	24,821	-	24,821
Investments	314	-	314
<b>Total income and endowments</b>	<u>49,594</u>	<u>1,116,256</u>	<u>1,165,850</u>
<b>Expenditure on:</b>			
Charitable activities	56,668	1,147,264	1,203,932
<b>Total expenditure</b>	<u>56,668</u>	<u>1,147,264</u>	<u>1,203,932</u>
<b>Net expenditure</b>	(7,074)	(31,008)	(38,082)
Transfers between funds	(4,553)	4,553	-
<b>Net movement in funds</b>	<u>(11,627)</u>	<u>(26,455)</u>	<u>(38,082)</u>
<b>Reconciliation of Funds</b>			
Total funds brought forward	172,827	73,520	246,347
<b>Total funds carried forward</b>	<u>161,200</u>	<u>47,065</u>	<u>208,265</u>

	2017		2016	
	£	£	£	£
<b>Income</b>				
Donations	7,620		3,230	
Revenue grants	1,138,883		1,114,806	
Deposit account interest	193		314	
Other income	20,926		24,821	
Membership fees	19,697		22,679	
		<b>1,187,319</b>		<b>1,165,850</b>
<b>Charitable Expenditure</b>				
Advertising and marketing	10,969		11,794	
Bank charges	1,084		1,217	
Club resources	2,465		2,549	
Computer costs	25,114		33,593	
Database costs	1,532		1,526	
Depreciation	3,997		2,841	
Grants	106,836		141,489	
Insurance	6,789		7,117	
Loss on fixed assets	66		-	
Medical insurance	3,064		2,592	
Meeting costs	789		1,188	
National insurance	45,034		47,178	
Pensions	35,902		37,848	
Printing and stationery	28,221		12,398	
Professional fees	7,578		7,480	
Recruitment expenses	16,146		15,205	
Rent and utilities	69,696		69,591	
Repairs and maintenance	16,036		13,864	
Salaries	644,532		660,191	
Subscriptions	5,724		7,586	
Sundry expenses	23,737		21,335	
Telephone and postage	36,523		37,271	
Training and courses	32,464		28,453	
Travelling expenses	26,228		28,408	
Website	3,155		2,880	
Auditors' remuneration	6,300		6,300	
Trustees' expenses	316		773	
Costs of trustees' meetings	1,581		1,265	
		<b>1,161,878</b>		<b>1,203,932</b>
<b>Net surplus/(deficit) for the year</b>		<b>25,441</b>		<b>(38,082)</b>

This page does not form part of the statutory financial statements