

Down's Syndrome - Derby
Annual General Meeting at the Toby Carvery, Chaddesden
Wednesday 16 October 2019 - 8 pm

Agenda

- 1) Apologies for Absence
 - 2) Minutes and Approval of 2018 AGM
 - 3) Presentation of Annual Reports and Accounts
 - 4) Adoption of Report and Approval of Accounts
 - 5) Appointment of Officers
 - 6) Any Other Business
-

Down's Syndrome Derby
Registered Charity Number 1098847

Minutes of the Annual General Meeting
at the Toby Carvery, Chaddesden
Wednesday 18 July 2018 - 8pm

Present: Mr R Meakin (Chair), Mrs J Carter, Mrs S Carter, Mrs D Cavill

Apologies: Mr M Ratcliffe, Mrs A Keith, Mrs G Meakin, Mrs K Eyre, Mrs K Crofts

Approval of Minutes of AGM held Wednesday 26 April 2017

Minutes were accepted as a true and accurate record. Proposed – RM, Seconded – JC.

Reports

The Report of the Trustees was submitted and accepted.

Election of Offices

All happy to remain in office for 2018 – 2019

Patron	Dr R Guy
Chair	Mr R Meakin
Secretary	Mrs D Cavill
Treasurer	Mr M Ratcliffe
Trustees	Mrs K Eyre, Mrs K Crofts, Mrs S Carter, Mrs G Meakin, Mr R Meakin, Mrs D Cavill, Mr M Ratcliffe
Membership	Mrs G Meakin & Mrs S Carter
Newsletter	Mr R Meakin & Mrs G Meakin
Safeguarding	Mr M Ratcliffe
Auditor	Mrs M Houston

Any Other Business

None.

**Down's Syndrome - Derby
Annual Report of the Trustees
April 2018 to March 2019**

Introduction

Full details of our association's progress, plans and activities for the period April 2018 to March 2019 are contained herein with supplementary data provided for the period since March 2019 where this is helpful.

Structure & Governance

The work of our trustees and managing committee assisted by our paid members of staff continues to be critical to both our success and ongoing development of our association.

Meetings have been held on 18 April 2018, 11 July 2018, 10 October 2018 and 16 January 2019. All meetings of the association are open and all members are welcome to attend and contribute at any time.

Membership

There are 76 e-mail addresses currently on the mailing list. As noted in previous reports, the trustees estimate that, as one address invariably covers a family and that extended family members, friends and professionals working in the sphere of Down's Syndrome also benefit from our activities, there continues to be approximately 400 people who have directly accessed our services or have been influenced by them during the year.

Projects and Activities

The tenth year of our **Speech and Language Therapy** programme has been successful although fewer members have taken up a space than in previous years. Sessions continue to be delivered on a monthly basis by therapists from Eg Therapy Ltd out of Our Lady of Lourdes Parish Hall at Mickleover. We are delighted that Janet Carter continues to be our Project Worker with specific responsibility for the programme and extremely grateful to Shaun Barker who has financed the organisation's contribution for the 2018/2019 academic year from the Shaun Barker Foundation.

The **Altogether, Stick Together** young adults' group has had another very successful year under the leadership of Andrea de Laine. A wide variety of activities have been arranged which have been well received by the members and their families. We are delighted to advise that our application to the Yapp Foundation has resulted in a grant of £9,000 over the next three years being agreed.

A small number of social activities have been facilitated once again with the dual objectives of **promoting inclusion and participation and raising awareness**. Both the Summer Picnic and Balloon Race and the Family Swimming session were very well supported. Unfortunately, the speaker from Mencap who was to deliver our Wills and Financial Planning Evening was unable to travel to join us causing the event to be cancelled at fairly short notice. We are hopeful that the evening will be run successfully at a point in the future.

Following the success of the 2017 Summer Programme of events for **11 - 19 year olds**, a bowling afternoon and Christmas Disco and Karaoke Evening has been provided for these members. The trustees have agreed that a Project Worker be appointed to administer outings and events for this cohort to mirror the arrangement in place for Altogether, Stick Together. Applications for the position were being reviewed at the time of writing of this report.

All news and communication have continued to be conveyed electronically via **e-mail and the website**. The 'Contact Us' page on www.dsderby.org has been utilised over 20 times during the year.

The trustees were concerned to be advised by our Patron, Dr Rosemary Guy, of the decision of Derbyshire County Council to **cease funding for the Specialist Health Visitor** whose service many of our members have benefitted from. The secretary contacted all local MPs and a number of responses were received.

As reported last year, **the need remains to engage further volunteers** to lead work around communication, social inclusion activities, fund raising and good governance around the work of the trustees and managing committee.

Finance

Details of the accounts are shown on the attached sheet and are presented to the AGM for approval. In summary, our cash assets at 31 March 2019 were £9,433.92. Income for the year was £12,767.35 and expenditure was £7,776.05. As noted in previous parts of this report, the organisation has benefitted from £3,270 from the Shaun Barker Foundation, £3,000 (to date) from the Yapp Charitable Trust in addition to a gift of £2,000 from Synseal.

All individual donors and those who have raised funds have been thanked individually but it is appropriate here to record our thanks to Copthorne Infant School; Mr & Mrs McGinn; Duffield Carnival Sports Spectacular; Pendragon plc, Fiona Broughton, Julie Malcolm and Gary Doxey. We also thank all our members who have undertaken individual fund raising or who have supported our collective fund raising efforts during the year.

The accounts have been independently audited by Mrs Moira Houston, BA, ACMA and are under the threshold to be reported to the Charity Commissioner. All items of expenditure are within budget or are considered by the trustees to be within an acceptable margin. As detailed above, the budget for 2019/20 has been approved by the trustees,

Reserves Policy

Whilst taking note of the Charity Commissioner's advice that a charity should retain sufficient reserves to cover six month's expenditure, the trustees believe that a greater reserve should be maintained by Down's Syndrome – Derby as the services we provide (particularly Speech and Language and Altogether, Stick Together) would need to be wound down gradually if ever income were to preclude them from continuing. Therefore, the trustees believe the current reserve to be appropriate.

Concluding Comments

Once again, we are pleased to report a year where activities have been well supported and appreciated. Income has increased substantially resulting in the trustees being able to look much further forward than has been possible for the past few years.

However, as always, we close by noting that Down's Syndrome – Derby is at both its best and its most effective through the informal network of support that is created almost as a by product of our activities. We promise never to lose sight of this fundamental part of our make up and the difference it makes to our members' lives.

In closing, our final thanks go to the committee and all our members – those with Down's Syndrome, parents, brothers, sisters, grandparents, friends, professionals and volunteers – indeed, everyone who is a part of Down's Syndrome – Derby and makes it what it is.

Richard Meakin – Chair
Mark Ratcliffe – Treasurer
Debbie Cavill – Secretary to the Trustees
16 July 2019

Appointment of Officers – to be confirmed

Patron	Dr R Guy	
Chair	Mr R Meakin	
Vice-Chair	Vacant	
Secretary to the Trustees	Mrs D Cavill	
Treasurer	Mr S M Ratcliffe	
Membership Secretary	Mrs G Meakin	
Trustees	Mrs K Eyre, Mrs K Crofts, Mrs S Carter, Mrs G Meakin, Mr R Meakin, Mrs D Cavill, Mr M Ratcliffe	
Auditor	Mrs M Houston	
Project Workers	Mrs J Carter – SALT Ms A de Laine – ATST	

Down's Syndrome - Derby
1 April 2018 - 31 March 2019

General Fund (Unrestricted)

Brought Forward	4442.62	
Income (see Note 1)	12767.35	
Expenditure (See Note 2)	7776.05	
Carried Forward	9433.92	9433.92

Held As:

HSBC Current Account		979.92
Epworth Inv - Affirmative Deposit Fund		8548.30
		<hr/>
		9528.22
Cash in Hand		0.00
Unpresented Cheques		94.30
		<hr/>
		9433.92

Note 1 - Income

Donations (See Note 3)	8724.96
Fund Raising	2854.88
Grants	0.00
Fees	1136.00
Misc	25.01
Interest	26.50
	<hr/>
	12767.35

Note 2 - Expenditure

11-19s	325.70
Young People & Adults	2911.19
SALT	3620.00
Promotion - Website	131.58
Promotion - Other	0.00
Christmas (not 11-19s or ATST)	0.00
Events, Inclusion & Awareness	128.00
New Parents and Pre/Post Natal Diagnosis	0.00
Newsletter	0.00
Support Network	0.00
Admin, Trustees, AGM & Data Prot	20.88
Fund Raising Expenses	506.00
Misc (Contingency)	132.70
	<hr/>
	7776.05

Note 3 - Donations

Shaun Barker Foundation	3270.00
Yapp Charitable Trust	3000.00
Synseal/Doxey	2000.00
Duffield Sports	158.00
Pendragon	113.00
McGinn	100.00
Other	83.96
	<hr/>
	8724.96