

**Down's Syndrome – Derby  
Annual General Meeting at the Toby Carvery, Chaddesden  
Wednesday 11 July 2018 – 8 pm**

**Agenda**

- 1) Apologies for Absence
  - 2) Minutes and Approval of 2017 AGM
  - 3) Presentation of Annual Reports and Accounts
  - 4) Adoption of Report and Approval of Accounts
  - 5) Appointment of Officers
  - 6) Any Other Business
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**Down's Syndrome Derby - Registered Charity Number 1098847**

**Minutes of the Annual General Meeting  
at the Toby Carvery, Chaddesden  
Wednesday 26<sup>th</sup> April 2017 – 8pm**

Present: Mr R Meakin (Chair), M Ratcliffe, Mrs J Carter, Mrs S Carter, Mrs D Cavill, Mrs K Eyre  
Apologies: Mrs A Keith, Mrs G Meakin

**Approval of Minutes of AGM held Wednesday 13 July 2016**

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

**Reports**

The Report of the Trustees was submitted and accepted.

**Election of Offices**

All happy to remain in office for 2017 – 2018 as follows -

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 2017 to March 2018**

### **Introduction**

Full details of our association's progress, plans and activities for the period April 2017 to March 2018 are contained herein with supplementary data provided for the period since March 2018 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 26 April 2017, 5 July 2017, 11 October 2017 and 17 January 2018. All meetings of the association are open and all members are welcome to attend and contribute at any time.

### **Membership**

There are 72 e-mail addresses currently on the mailing list with a further 4 invalid ones which the trustees are actively seeking to correct. 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 ninth year of our **Speech and Language Therapy** programme has been successful with the majority of participants signing up for another year. Sessions continue to be delivered by therapists from Eg Therapy Ltd out of Our Lady of Lourdes Parish Hall at Micklegate. We are delighted that Janet Carter continues to be our Project Worker with specific responsibility for the programme.

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.

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. A smaller number of attendees benefitted from the Resources Evening. Christmas celebrations were enjoyed by all.

A Summer Programme of events was run as a new venture for our members aged between 11 and 19 – including multi-sports, a picnic, bowling, McDonalds and 'Pizza and DVD' sessions. Unfortunately, although the need for this work is very evident, there has been insufficient time and volunteers to take this any further.

The trustees have determined that, wherever possible, all news and communication will be conveyed electronically. As a result, **Smiles Newsletter** has been discontinued and the website content enhanced.

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 2018 were £4,442.62. Income for the year was £7,431.51 and expenditure was £10,999.35. There are no items of exception to report. The trustees have noted the requirement to draw on our reserve again this year to address the deficit of £3,567.84 but also note that it will not be practical to repeat this in future years. Therefore, additional attention will be paid to budget setting for the 2018/2019 financial year and the services and activities provided.

All donors and those who have raised funds have been thanked individually but it is appropriate here to record our thanks to Craig Porter and all his supporters; HSBC Bank plc – Global Change Delivery (Sheffield); Mr & Mrs McGinn; Duffield Carnival Sports Spectacular; Spondon Community Group; Thorntons; Derbyshire Sport; Linda

Winter during her mayoral year; the staff at Pendragon and Doug Carr's team at Derby University. 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 2018/2019 is pending approval 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. The current reserve is less than the trustees would, ordinarily, desire it to be.

### **Concluding Comments**

Once again, we are pleased to report a year where activities have been well supported and appreciated. Income has remained reasonably healthy although it is recognised that the current practice of running at deficit each year is unsustainable.

However, we remember 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  
25 June 2018

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### **Appointment of Officers – to be confirmed**

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

**For discussion – the need to create a new appointment re Communications Officer/Webmaster**

**Down's Syndrome - Derby**  
**1 April 2017 - 31 March 2018**

**General Fund (Unrestricted)**

Brought Forward	8010.46	
Income (see Note 1)	7431.51	
Expenditure (See Note 2)	10999.35	
Carried Forward	4442.62	<b>4442.62</b>

**Held As:**

HSBC Current Account	810.82	
Epworth Inv - Affirmative Deposit Fund	4021.80	
	<hr/>	4832.62
Cash in Hand	0.00	
Unpresented Cheques	390.00	
	<hr/>	<b>4442.62</b>

**Note 1 - Income**

	2017/18	2016/17
Donations	4077.76	4479.39
Fund Raising	1706.95	1375.00
Grants	0.00	0.00
Fees	1552.00	1680.00
Misc	77.99	78.93
Interest	16.81	41.38
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	7431.51	7654.70

**Note 2 - Expenditure**

11-19s	224.13	0.00
Young People & Adults	2881.12	3045.67
SALT	6227.50	5891.50
Promotion - Website	109.78	100.83
Promotion - Other	0.00	0.00
Christmas	450.42	300.91
Events, Inclusion & Awareness	175.00	56.70
New Parents and Pre/Post Natal Diagnosis	0.00	0.00
Newsletter	0.00	503.04
Support Network	0.00	0.00
Admin, Trustees, AGM & Data Prot	26.88	24.80
Fund Raising Expenses	853.12	768.50
Misc	51.40	24.00
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	10999.35	10715.95