



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 31<sup>st</sup> August 2020**

**Period start date**

**To 31<sup>st</sup> August 2021**

**Period end date**

**Charity name: Up on Downs (Hertfordshire)**

**Charity registration number: 1126111**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Support for people with Down's Syndrome and their families, helpers and carers within Hertfordshire. To create and develop the conditions which will enable people with Down's syndrome to attain their full potential and to undertake any other charitable activities in connection with Down's syndrome in the Hertfordshire area. We specifically work with families of the under 25s and have a raft of activities to support them at significant life stages such as birth, access to early education, speech development, teenage health and socialisation and access to college.

<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p>	<p>Para 1.17 and 1.19</p>	<ul style="list-style-type: none"> <li> <b>Support and networking meetings</b> <p>These are a major source of support and wellbeing for families, providing friendships with peers, entertainment for children with DS and their siblings and exchange of information. They also provide opportunities for volunteering and for practitioners to learn more about how to support families. Although discontinued during lockdowns we were able to pick these up again in 2021 and create alternatives online and in outdoor spaces to complement.</p> </li> <li> <b>Training events and talks</b> <p>These are an effective way for family members, teachers and practitioners to learn how to support children at school and in the community. We were able to hold advisory sessions online in the period and to offer small group training for our young people.</p> </li> <li> <b>Individual advice and signposting</b> <p>This is how we support individuals with specific complex situations that may be blocking their ability to access education and services. Resolving individual issues enables us to promote family wellbeing and inclusion. We also promote awareness of issues families are likely to encounter and how to navigate them. Using a variety of technologies we were able to continue this service regardless of lockdowns.</p> </li> <li> <b>Small group speech therapy</b> <p>Most families are concerned about having very limited access to ongoing speech therapy. We employ a team of highly skilled therapy practitioners who aim to deliver 27 sessions throughout the year to each child enrolled in the scheme. Parents pay a contribution that approximates to roughly half of the cost of their child's place and the charity funds the rest, occasionally making a much larger contribution for families in financial difficulty. Groups vary from 2-4 children although in some circumstances we also offer 1:1. During the period lockdowns meant some cancellations and periods of online learning and use of home resource packs.</p> </li> <li> <b>Social communication group for young people</b> <p>This is an online facilitated group which enables them to meet a defined friendship</p> </li> </ul>
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		<p>group weekly to practice their skills and develop confidence.</p> <ul style="list-style-type: none"> <li> <b>Newsletters and information publishing</b>  We keep members up to date with a monthly newsletter featuring upcoming events and relevant information. Periodically we also publish factsheets. We maintain a website and have a public as well as a private Facebook group where members can upload their own news and queries and where we can signpost useful time-limited resources. During Covid 19 we boosted our newsletter content to provide information and inspiration. </li> <li> <b>Celebrations and awareness events</b>  As our children are often excluded from parties with typically developing peers we hold inclusive seasonal parties for all the family. These fulfil the same function as our regular networking meetings but are more focussed on entertainment improving wellbeing and quality of life generally. Our Christmas party is usually the largest event of the year. We also hold Easter and Halloween parties and whenever possible we organise a summer trip to an outdoor animal park. During the period we created online parties. </li> <li> <b>Teenage club</b>  The Teenage club enables us to offer a friendship experience for older children who might find our other parties too "babyish". We have found that meetings in a bowling alley are most successful for this group and they also enable parents to get together in a separate area and go out in a large group afterwards. However during the period we held all our young people's activities online and were able to increase the number and breadth of sessions to include crafts and fitness. </li> </ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees receive a Trustee Handbook with a copy of the charity's constitution and guidance from the Charity Commission is referenced and circulated. Trustees continued to meet virtually and have had regard to the guidance on public benefit during the period.

#### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
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Policy on grant making	Para 1.38	The charity does not have a grants programme and aims to provide most of its services free of charge to members. Where contributions from families are sought towards a specific programme, eg. Speech therapy, the trustees can decide to assist a family in difficulty by reducing or waiving these temporarily.
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Many members and their close relatives and friends contribute to the charity by undertaking fundraising activities and assisting with the organisation and running of specific events. Occasionally we are also able to involve community volunteers such as students working towards the Duke of Edinburgh's Award or local business organisations who would like to focus on a particular cause for a limited time. Where volunteers are likely to be regular and are not members themselves, DBS checks are carried out. During the period we were not able to use our volunteers to assist physical events so we kept in regular touch and sent newsletters.
Other		

## Achievements and Performance

	SORP reference	
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<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>In the f/y year 20/21 the charity had to adapt its planning and delivery in light of the Covid 19 crisis, meeting its goals for beneficiaries with use of more online working.</p> <ul style="list-style-type: none"> <li>• We held regular family meetings, welcome mornings and activities for parents to network online</li> <li>• We established a weekly programme of online activities for young people including Social Communication with a geography topic, recycled art club and fitness</li> <li>• We continued our full programme of online activities throughout all the half terms and the summer holidays to provide continuous community in recognition of our families not being able to vacation and socialise normally.</li> <li>• For our younger children we held online blocks of storytelling and drama sessions and signing classes led by staff and outside providers.</li> <li>• The online programme meant we welcomed back families we hadn't seen for a while who weren't associated with particular in person programmes. It created strong bonds between the groups who met weekly and twice-weekly on line and feedback was so good that we have permanently added after school online groups for older young people to our programme. Families told us that it was a lifeline for them when normal school-based activities and afterschool clubs had been closed.</li> <li>• We continued to provide individual advice on school-based education and the move to online meetings meant that we were able to attend meetings with schools and the local authority more readily to support parents.</li> <li>• We were able to take up more training opportunities for staff to hone their skills and we were able to offer online training on topics such as cyber safety and signpost to a huge variety of training that parents could more easily access. We held support sessions for families wishing to discuss supporting positive behaviour, facilitated by an external education adviser.</li> <li>• In lieu of the usual Halloween, Christmas and Easter parties we held</li> </ul>
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		<p>online parties with gifts and party kits sent by post to all participants so that they could enjoy the festivities safely.</p> <ul style="list-style-type: none"> <li>• After a term of dormancy due to lockdowns we also brought back our speech therapy groups with children in pairs to stay within the allowed numbers. Our therapy team were then able to offer a hybrid service where most children attended in person but those isolating could join by video. Parents told us how glad they were to be offered therapy in person at a time when most of their statutory provision had disappeared. Many had concerns that their children were regressing during the extended break.</li> <li>• We continued to produce our regular newsletters and stepped up our social media presence throughout the period to keep our community in touch and aware of the offer.</li> <li>• When gatherings were permitted, we met outdoors to welcome new babies and toddlers in limited-number activities. Babies born during Covid had not had the benefit of playgroups and introductions to other parents so they told us this was a huge boost to mood.</li> </ul>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The charity's forward plan had to be pared down and adapted to cope with Covid and staff furloughs and home-schooling commitments. Our meetings and events, information service and therapy were all achieved roughly as originally intended but with a great deal of flexibility on means and limits on numbers as imposed by government and by the risk assessments of venues.
Performance of fundraising activities against objectives set	Para 1.41	The charity was able to fund all of the year's programme and keep reserve at a sustainable level in line with its policy. This was largely due to obtaining a large donation shortly before Covid and the reduced cost of online delivery while fundraising activities were seriously curtailed.

Investment performance against objectives	Para 1.41	NA
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Accounts submitted separately to the charity commission, available online.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The organisation aims to build up and maintain a balance of around £20K to enable it to plan beyond the next school term and anticipate cash flow variations between the beginnings and ends of terms. This equates to around 2/3 of the annual spending and gives security that we wouldn't have to wind up without providing a full term's activities with staffing costs. Trustees have agreed levels triggering an EGM and further actions if reserves fall.
Amount of reserves held	Para 1.22	The reserve is not separated within the current balance.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity has no regular funder and raises its annual income through community fundraisers, grants from companies, charities and foundations and member contributions for specific services.
Investment policy and objectives including any social investment policy adopted	Para 1.46	NA
A description of the principal risks facing the charity	Para 1.46	



Other		
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Constitution, amended 2007
How is the charity constituted?	Para 1.25	Charitable unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected or re-elected at the AGM by members and trustees.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	A trustee handbook is provided for new trustees. Those considering trusteeship are invited to attend committee meetings to familiarise themselves with proceedings and Managers reports and accounts are shared.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	The charity is affiliated with the Down's Syndrome Association and is a member organisation of North Herts Council for Voluntary Services and Hitchin Youth Action Group. We work with other organisations in Hertfordshire such as Herts Parent Carer Involvement and Carers in Herts as appropriate.
Other		



	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Lauren Hartley	Chair	Whole year	Board and membership of Up on Downs.
2	John Clark	Treasurer	"	Board and membership of Up on Downs.
3		Secretary (vacant) Duties undertaken by Chair	"	Board and membership of Up on Downs.
4	Arron Hopcroft	Trustee	"	Board and membership of Up on Downs.
5	Sarah Stockley	Trustee	"	Board and membership of Up on Downs.
6	Amanda Jeram	Trustee	"	Board and membership of Up on Downs.
7	Karen Potton	Trustee	"	Board and membership of Up on Downs.
8	Frances Wotton	Trustee	"	Board and membership of Up on Downs.
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	


Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

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

Type of adviser	Name	Address
General and Personnel	Julie Evens	Acacia House, Chiltern Road, Hitchin, Hertfordshire

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

Alisande Nuttall
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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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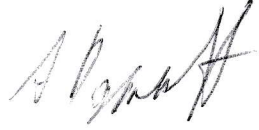
### Other optional information

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### Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	(in original)	(in original)
		
Full name(s)	John Clark	Arron Hopcroft
	Position (eg Secretary, Chair, etc)	Treasurer
Date	25 February 2022	21 February 2022



### Up on Downs accounts 2020/21

<b>Up on Downs accounts 2020/21</b>	<b>Bal b/f</b>	<b>Income</b>	<b>Costs</b>	<b>Bal c/f</b>
Speech Therapy	-	5,063.00	-7,953.38	-2,890.38
Grants, Donations & Other				
Expenditure	39,447.00	29,068.08	-25,964.85	42,550.23
<b>Total as at 31<sup>st</sup> August 2021</b>	<b>39,447.00</b>	<b>34,131.08</b>	<b>-33,918.23</b>	<b>39,659.85</b>

<b>Up on Downs accounts 2019/20</b>	<b>Bal b/f</b>	<b>Income</b>	<b>Costs</b>	<b>Bal c/f</b>
Speech Therapy	-	2,824.00	-4,517.80	-1,693.80
Grants, Donations & Other				
Expenditure	39,450.72	20,428.83	-18,738.75	41,140.80
<b>Total as at 31<sup>st</sup> August 2020</b>	<b>39,450.72</b>	<b>23,252.83</b>	<b>-23,256.55</b>	<b>39,447.00</b>

<b>Up on Downs accounts 2018/19</b>	<b>Bal b/f</b>	<b>Income</b>	<b>Costs</b>	<b>Bal c/f</b>
Speech Therapy	-	6,027.00	-6,590.20	-563.20
Grants, Donations & Other				
Expenditure	27,391.58	26,494.17	-13,871.83	40,013.92
<b>Total as at 31<sup>st</sup> August 2019</b>	<b>27,391.58</b>	<b>32,521.17</b>	<b>-20,462.03</b>	<b>39,450.72</b>

<b>Up on Downs accounts 2017/18</b>	<b>Bal b/f</b>	<b>Income</b>	<b>Costs</b>	<b>Bal c/f</b>
Speech Therapy	-	6,072.00	-8,650.80	-2,578.80
Grants, Donations & Other				
Expenditure	3,844.92	38,706.21	-12,580.75	29,970.38
<b>Total as at 31<sup>st</sup> August 2018</b>	<b>3,844.92</b>	<b>44,778.21</b>	<b>-21,231.55</b>	<b>27,391.58</b>

<b>Up on Downs accounts 2016/17</b>	<b>Bal b/f</b>	<b>Income</b>	<b>Costs</b>	<b>Bal c/f</b>
Speech Therapy	-	6,374.00	-13,019.74	-6,645.74
Grants, Donations & Other				
Expenditure	13,637.71	11,010.67	-14,157.72	10,490.66
<b>Total as at 31<sup>st</sup> August 2017</b>	<b>13,637.71</b>	<b>17,384.67</b>	<b>-27,177.46</b>	<b>3,844.92</b>

Balance carried forward has remained steady, increasing slightly by £212.85 to £39,659.85. Although the balance remains steady it can be seen that both income and outgoings have increased from last year which reflects our return to more normal activities following the end of lockdown. Fundraising activity remains somewhat muted but we have been able to secure several significant donations and a significant grant from Hertfordshire Community Foundation / Hertfordshire County

Council directly related to our work undertaken in light of the Covid 19 situation. This was used primarily to update IT equipment throughout the charity.

VirginMoneyGiving, the main fundraising and gift aid collection platform that we have used for over five years, is to close on the 30<sup>th</sup> November this year. Alternative platforms are currently being evaluated and care must be taken that we do not lose potential donations during the period of transition.

Notwithstanding this favourable financial situation the charity continues to actively explore future fundraising opportunities and be mindful of available grants. Committee retains the mechanism to focus on fundraising should the balance fall below £14,000 (approximately 1.5 term's staff wages plus speech therapy costs and programme funding to carry the charity forwards for six months) and a further trigger at £9,000 to start to wind up the charity should no further funding be in the pipeline.

**Grants, donations and funds raised totalled £34,131.08 including significant revenues as follows:**

Hertfordshire Community Foundation/Hertfordshire County Council Grant	£8,000.00
Storefresh / NFT Charity of the year donation	£5,179.55
Persimmon Homes Donation	£5,000.00
MBDA Donation / Fundraisers	£1,835.81
J Walker donation in memory of Emily Stockley	£1,047.75
St Albans Cathedral Congregational Giving Donation	£900.00
Blue Stevenson fundraiser	£725.00
Christmas card sales <sup>1</sup>	£717.10
Bernards Heath Junior School Y6 Enterprise day Donation	£534.14
K Lardner fundraiser in memory of Emily Stockley	£524.58
Provincial Grand Chapter of Hertfordshire (Freemasons) Donation	£500.00

Speech and language costs totalled £7,953.38, an increase of £3,435.58 on 2019/20. This increase is due to the scheme resuming its full programme of meetings following lockdown and the planned reinstatement of the supervisory speech and language therapist (which represented a cost of £945.00).

Other costs amounted to £25,964.85, an increase of £7,226.10 on last year. This increase in spending is largely due to the complete refresh of laptops and technical equipment for staff for which the HCF/HCC grant was used. There was also an increase in spend on our external provider for teen zoom meetings of £2,310 compared to 2019/20; this reflects the additional amount of online provision provided through lockdown which has been scaled down going forward. These increases were offset by our being unable to offer a member summer outing, owing to Covid.

**Outgoings totalled £33,918.23 including this list of the most significant costs to the charity:**

Salaries	£15,113.27
New Laptops for staff and co-workers	£4,043.95
Trainor / facilitator for teen zoom meetings	£3,315.00
Cost of providing the SLT programme	£2,890.38

Printers and other technical equipment for staff	£630.16
Stationery (inc printer ink) <sup>3</sup>	£539.51
Postage <sup>2</sup>	£339.56
SPOT Drama zoom entertainer	£200.00
Christmas Zoom party (including presents)	£98.68
Cost of Family meetings (including craft supplies)	£65.21
Easter Zoom party	£64.79
Halloween Zoom party	£27.00

Notes:

1 The Christmas cards sales figure does not take account the cost of producing the cards. This cost is recorded within the accounts and a significant number of cards were donated to us.

2 The postage costs include £99.32 of pre-purchased stamps for future use and the cost of posting Christmas gifts / Easter party packs in lieu of face to face events this year.

3 The stationery cost includes supplies for the forthcoming year purchased from a time limited grant.





**Section A**

**Independent Examiner's Report**

<b>Report to the trustees/ members of</b>	Charity Name Up on Downs (Hertfordshire)		
<b>On accounts for the year ended</b>	31 <sup>st</sup> August 2021	<b>Charity no (if any)</b>	1126111
<b>Set out on pages</b>	1 page		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> August 2021.

**Responsibilities and  
basis of report** As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement** I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**  **Date:** 08<sup>th</sup> November 2021

**Name:** Fiona Walker

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

**Address:** 4 Skys Wood Road

St Albans

Herts. AL4 9NZ



Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).



Give here brief details of any items that the examiner wishes to disclose.