



providing support  
for children with  
down syndrome  
and their families

[www.psds.info](http://www.psds.info)

registered charity number 1123079

**PSDS Annual Report and Accounts  
Registered Charity Number 1123079**

**Financial Year: 1 January 2020 to 31 December 2020**

**Trustees:**

Mrs V Brackett (Chair)  
Mrs S Corbett (Secretary)  
Mr P Brackett (Treasurer)  
Dr J Fitzgerald  
Mr David Lee

**Bankers:**

Santander plc  
NatWest

**Independent Examiner:**

David R Ralph  
Independent Examiner  
HMR&C MLR 12338775

**Correspondence address:**

The Vikings  
Farley Common  
Westerham  
Kent TN16 1UB

## Introduction

PSDS faced a challenging year in 2020 due to the Covid 19 pandemic. Notwithstanding the pandemic we did attract new members and our current membership remained engaged despite the challenge to service provision. Trustee focus was on cash flow management and ensuring the health and safety of all members and our staff whilst navigating the ever-changing government regulation of how, where and when people could get together and services could be provided. Our priority throughout was to retain connectivity with the members, and to provide as many services as possible without compromising health and safety. Funding was difficult to source during the pandemic with many charities and funders understandably focused on those most directly affected by Covid 19. Our Covid strategy and response is set out in more detail below.

We continued to monitor strategy and were engaged during the year with Stonegate, a property investor and developer, in relation to acquisition of a potential site in Leatherhead for our centre of excellence. Unfortunately, our joint bid was unsuccessful but it was a significant project for the trustees during lockdown. We remain committed to finding a premises and investing in land/property but the right opportunity has not yet landed.

Our strategy remains focused on supporting children and young adults with Down syndrome and their families to access the specialist services that are not regularly available but are critical for development and achieving potential as well as providing support to build friendships, build independence and be included in our communities. Our early years and Key Stage 1 and 2 support remains focused around accessibility. Our digbies pre-school group provides access to specialist SALT, OT and education services which families would not otherwise be able to obtain and feedback and evidence remains that this supports development in early years and provides an excellent foundation for entry into mainstream or specialist school. Our school support ensures that educational settings are well equipped to adapt the curriculum relative to the individual child's needs. Drama club for KS1 and KS2 provides an environment for making friends and building relationships.

Our strategy for older children and young adults centres around the challenges of building independence and forming friendships and relationships that will be meaningful and supportive. Our youth club provision and communication group are essential to building the skills and confidence in our children. School support continues in the secondary education settings. We saw new members access some of these services in 2020 notwithstanding the reduced services (see below) that we were forced to deliver due to Covid 19.

Costs in 2020 were reduced because we reduced our services and some were only available on line and total funding requirement for the year was £52,756. Membership fees were also reduced to reflect the lower range of services on offer and certain members chose not to access normal services because they were on line and therefore not as accessible as face to face for some. In 2020 membership fees contributed to only 16% of our total costs. All other funding is raised by the charity and its members. Members were less active in 2020 as sporting and social events were cancelled but there was still a great determination to do what was possible and we raised £82,697 via our membership and PSDS events. We remain reliant



however on funders and the support of local trusts, Rotaries, Roundtables and businesses. We are grateful to all of our supporters.

Our charitable objectives remain to support children and young people with Down syndrome and their families. Our aim being to ensure that the children and young people receive the very best of input from an early age with that support continuing at each stage of their life and development. Our experience has been that with this early intervention, our children do very well and whilst all reach different goals at different times each success is celebrated. Our professional team that work with the charity are vital in ensuring this ongoing support. We have a growing speech and language team, an occupational therapy team, educational experts, an educational psychologist adviser, a teacher who specialises in supporting children with Down syndrome, drama teachers as well as a number of volunteers who help us to achieve our goals. We are grateful to them all.

We continue to seek to enforce messages with the medical profession about the way in which the news of a diagnosis of Down syndrome is communicated to the parents. Our aim is to ensure that the correct information is provided. This year we have continued to be engaged as a charity with our local hospitals.

Our services include:

- A pre-school offering incorporating a number of specialist services including OT, SALT, play therapy, music therapy and teaching;
- A specialist advisory service for mainstream schools supporting children with Down syndrome;
- After school clubs for the children;
- Support services such as OT and SALT where state provision is considered to be inadequate;
- Training for professionals and for our parents;
- Fun days out;
- Resources and libraries;
- Monthly support meetings;
- Youth club for children aged 11+
- 5 Club – a communication group focused on improving speech and language skills
- Coffee mornings for new parents

All of those services support our charitable objectives set out in our constitution dated 2 February 2008.

## **COVID 19**

We have set out in this section a description of the way in which the trustees approached the pandemic including reviewing government legislation and guidance and keeping members up to date.

The PSDS trustee group included our COVID strategy as a standard agenda item for each of its monthly meeting and in particular has throughout 2020 (and continuing) reviewed the most

recent government and public health England guidance in the context of the COVID measures it has taken. A risk assessment for each of our activities has been carried out and submitted to insurers and the risk assessments are also reviewed at each meeting. Those risk assessments have changed throughout the year as services moved from on-line, to bubbles, to full face to face but with social distancing. We have remained in close contact with hall hirers and our staff to ensure that we were complying with legislation at all times.

Our immediate reaction to the lockdown was to cease all services to ensure the safety of our members whilst we carried out risk assessments and absorbed the implications for PSDS. During April we re-introduced SALT services for our digbies members via Zoom calls on a one-to-one basis and these continued over the normal term-time cycles. Following on from the success of this approach, we re-started 5 Club via Zoom in June. All other services were ceased for the summer term.

During the summer holidays we revisited the viability of offering all of our services from September. Significant work has been put into creating a covid safe environment for our digbies children which has meant that on a bubble basis we were able to offer the service to our members for the start of the autumn term. Lockdown meant a return to on-line services in November and this continued until April 2021 when digbies returned on a bubble basis.

We also resumed drama club on line from October 2020 and this remains on line until the end of the summer term 2021. The risk to parents who have to stay outside the drama hall to help with their children's individual needs was considered too high to resume face to face sessions as social distancing would have been difficult to achieve.

5 Club continued on line for the entire year and into 2021 – face to face sessions have just resumed in June. Youth club remains on hold pending the YMCA confirming a return to normal which they hope will be in September 2021. Our schools support service has also continued with most meetings being on line. Where schools are asking for visits, this is done within their risk assessment and subject to their Covid 19 secure site rules.

We are proud of what we have achieved and continue to achieve and have high hopes for the future.



**Vicky Brackett**  
Chair



## **Governance**

The trustees execute their duties within the terms of the charity's governing constitution ('Constitution'), adopted under association. The Constitution was approved on 2<sup>nd</sup> February 2008.

### **Appointment of trustees**

The process for selecting trustees is detailed in section 17 of the Constitution, which has been reproduced below:

- (1) *The Charity in general meeting shall elect the Officers and the other Trustees.*
- (2) *The Trustees may appoint any person who is willing to act as a Trustee. Subject to sub-clause 5(b) of this clause, they may also appoint Trustees to act as officers.*
- (3) *Each of the Trustees shall retire with effect from the conclusion of the annual general meeting next after his or her appointment but shall be eligible for re-election at that annual general meeting.*
- (4) *No-one may be elected a Trustee or an Officer at any annual general meeting unless prior to the meeting the Charity is given a notice that:*
  - (a) *is signed by a member entitled to vote at the meeting;*
  - (b) *states the member's intention to propose the appointment of a person as a Trustee or as an officer;*
  - (c) *is signed by the person who is to be proposed to show his or her willingness to be appointed.*
- (5)
  - (a) *The appointment of a Trustee, whether by the Charity in general meeting or by the other Trustees, must not cause the number of Trustees to exceed any number fixed in accordance with this constitution as the maximum number of Trustees.*
  - (b) *The Trustees may not appoint a person to be an Officer if a person has already been elected or appointed to that office and has not vacated the office.*

The trustees delegate the implementation of certain activities to sub committees and advisers to those sub committees.

### **The objects of PSDS**

The Charity's objects (the Objects) as detailed in the Constitution are to provide support for children with Down Syndrome and their families. In particular, to help young people living in East Surrey and the surrounding area by providing support, advice and assistance and organising structured programmes for physical, educational and emotional development in order to:

- a. *advance in life and help young children by developing their skills, capacities and capabilities to enable them to participate in society as independent individuals*

- b. advance education
- c. provide leisure time activity for young people who have a need because they were born with Down Syndrome with a view to improving the life of these people
- d. provide a support network for the young people and their families

The Trustees are aware of the Charity Commission Guidance on Public Benefit, and that the above list being available for all people with Downs Syndrome meets that guidance.

## **Our Services**

### **Digbies**

Our pre-school development group continues to thrive notwithstanding the challenges of Covid 19 and many of our sessions having to be provided remotely for a substantial part of the year. Most of our families engaged throughout and whilst not as effective as face to face, the on line services were well received and gave parents and children support in a difficult year. In 2020 we continued to run three groups per week and were at total capacity throughout the year. Our Monday group looks after children from 1 -2 years; our Thursday group looks after children from 2-3 and the Friday group looks after the pre-schoolers.

In 2020 we had 28 children attending digbies. Digbies is one of our most expensive services, with the cost due to the number of professionals we involved in the support of the children because we are committed as a charity to early intervention.

The digbies team now comprises 16 members of staff, 6 of whom are volunteers. The staff works very hard not only in the sessions but working with the trustees to plan sessions, work out numbers, children's targets and supporting parents generally.

Thank you to the staff for all that they do.

### **5Club**

Following the successful launch of 5 Club in January 2018 for young people who have Down syndrome and are attending secondary school, we continued with our fortnightly sessions on a Monday evening (5pm - 6.15pm) and with a membership of 13 during the year. In June and July we ran online sessions split across 3 groups and in September across two groups.

The club is led by a qualified and highly experienced Speech and Language Therapist who has extensive knowledge of working with young people who have Down syndrome. She is supported by a Speech and Language Therapy Assistant. Parent feedback for this group has been very positive and the young people have enjoyed the session with SALT feedback that progress in terms of communication skills is evident.

In addition to working on speech clarity and language skills, 5Club is a forum where our young people who have Down syndrome can build confidence and develop important social skills including identity, socialising, friendships and relationships. Key communication skills such as listening, turn taking, negotiation, compromise and assertion are also core elements of 5Club.

The cost of running 5Club is approximately £1,900 per year.



## **Youth Club**

Our youth club was launched in collaboration with the YMCA in September 2019 and was running on alternative Mondays from January 2020 until lockdown in March. Unfortunately, the YMCA closed its premises throughout lockdown and we were therefore forced to suspend this service throughout 2020 and into 2021. We are hopeful for a return to normal service in autumn 2021 and intend to incorporate access to the Duke of Edinburgh Award Scheme for those teenagers who wish to participate. As in 2019, the sessions are supported by trained key workers and give the young people an opportunity to socialise together without parent support and to work on their skills of independence, forming friendships and socialisation. We will monitor the return in the autumn and continue to assess the success and obtain parent feedback and feedback from our young people with Down syndrome.

## **Drama**

Our drama club is split into two groups by age, both of which take place on Wednesday evening after school.

Children with Down syndrome are invited to join the drama club when they reach Year 1 in school.

The two groups are run by Vicky, our fabulous dance and drama teacher and drama assisted. Where possible we also have the support of a volunteer too.

As set out above, we suspended drama services at the start of lockdown in March and did not resume any services until October 2020 when we began an online service which was successful with many of our families participating. We hope to return to face to face sessions from September 2021.

## **School Support**

### **School Support service**

We continued to provide our School Support service in 2020 with over 12 schools across Surrey and Sussex that could potentially benefit from the scheme. During 2020 we extended our services to Sussex schools as our specialist teacher retired from the local authority and therefore the support that had been previously provided by the authority was withdrawn. During 2020 we continued with the support service on line despite the pandemic but take up was significantly reduced in the main because most of our children were being home schooled for much of the year.

Our network and training events have taken place on line where possible and when staff have been available.

All schools do not access the scheme - we ask parents to help promote the scheme to schools but email all schools with details and invites to events.

We would like to once again thank Anne Bouet for her dedication and passion in supporting schools and thus helping our children with Down syndrome in mainstream education.

### **Family Support**

Unfortunately we only achieved one family meeting in 2020 prior to lockdown and those have been suspended for the whole year and into 2021. That has undoubtedly compromised our connectivity with members and potential members and the trustees are planning a strategy day in September to think about how to re-engage members as we emerge into a new normal and our intention is to restart our Saturday morning sessions in September.

### **Fun and Outings**

Our Fishers Farm Day remained in the diary in 2020 as it took place in the summer when we were out of lock down. Unfortunately we were unable to go as a group due to social distancing but we used funding we had received for the event to refund families who decided to go along and we had a high take up from families and very positive feedback about the ability to have a “normal” day out during an extraordinary year. The Christmas party was cancelled due to lockdown restrictions and social distancing requirements. We are hopeful of being able to have a summer party in August.



## **PSDS Finances and policy on reserves**

Over the course of the year, we had a number of fund-raising events and incredible fund raising by our members and their families. As a charity we also continue to maintain our relationships with the local Rotaries and Roundtables. We raise our money in a number of different ways and are grateful to each and every one of our supporters.

The opening and closing balances for the accounts over the course of the year were £173,564 and £198,685 respectively, showing a net change of £25,121.

The key items to highlight for the year are:

### **Income (£)**

<b>Income (£)</b>	
Donations	76,442
Fundraising (including GiftAid)	6,255
Membership fees	10,799
Education fees	140
Bank interest	61
<b>Total</b>	<b>£93,698</b>
<b>Expenditure</b>	
Governance	349
Equipment purchase	613
Administration	1,997
Cost of fund-raising	12,049
Cost of services provided	52,756
Cost of events	814
<b>Total</b>	<b>£68,578</b>

As a charity we remain well funded with a surplus in the bank account.

### **Reserve Policy**

It is the trustees' reserve policy to maintain a bank balance at least equivalent to one full year's operating expenses as a reserve.

The detailed finances for the year are on page 13 & 14 of this report (The numbers are a required part of the Annual Report & Accounts).

### **Trustee remuneration**

In accordance with section 4(4) of the PSDS Constitution, as agreed on 2 February 2008, no Trustee may be paid or receive any other benefit for being a Trustee. No expenses were paid to any of the trustees, save for reimbursement of items bought for PSDS out of personal funds.

## Looking Forward

We are continuing to grow as a charity and the trustees remain committed to establishing a centre of excellence for Down syndrome. Our growth in membership and in services offered means increasing costs because our services are so bespoke and offered on a per child basis. The charity is expanding and growing and constantly adapting to our families' needs. That requires investment, support and strong fund raising.

Notwithstanding the increasing costs, the challenge to funding caused by the pandemic and in the light of the reserves held the Trustees consider that they are in a strong position going forward and the charity can be considered a going concern.

The trustees are committed to a strategy of continuing to help our children throughout their lives. We continued to advance our plans in 2020 around our own home and base for activities – one project was progressed significantly but unfortunately we were unsuccessful at bid stage.

Our priority for 2021 is to continue to offer our services as permitted by government legislation during the pandemic and hopefully start a return to normal in the autumn term of 2021. Health and safety of our members and our staff remains our utmost priority and our focus will hopefully be able to return to our vision of creating that centre of excellence focused upon ensuring that children and young people with Down syndrome achieve their full potential.

THANK YOU FOR YOUR SUPPORT.



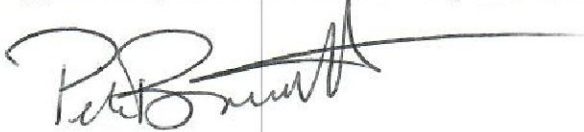
### **Trustees Responsibility in Relation to the Financial Statements**

Charity Law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgments and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Acts 1993 and 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 24<sup>th</sup> July 2021 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Peter Brackett', with a long horizontal flourish extending to the right.

**Peter Brackett, Treasurer**



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
PSDS

**On accounts for the year  
ended**

31<sup>st</sup> December 2020

**Charity no  
(if any)** 1123079

**Set out on pages**

1-14

(remember to include the page numbers of additional sheets)

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> December 2018

**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 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.

**Signed:**

**Date:**

**Name:**

David R Ralph

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

FCIE

**Address:**

50 Southwood Road, Rusthall, TUNBRIDGE WELLS, Kent. TN4 8SP





CHARITY COMMISSION  
FOR ENGLAND AND WALES

PSDS - Providing Support for Children with Down  
Syndrome and their families

No (if any)

CC16a

## Receipts and payments accounts

For the period from 01/01/2020 To 31/12/2020

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	63,431	-	-	63,431	69,965
General Fundraising	5,699	-	-	5,699	5,821
Easyfundraising	362	-	-	362	423
Just Giving	12,084	-	-	12,084	17,333
Gift Aid	-	-	-	-	3,717
Giving.com	1,152	-	-	1,152	48
Membership fees	10,769	-	-	10,769	16,533
Education Fees	140	-	-	140	1,650
Bank interest	62	-	-	62	118
<b>Sub total (Gross income for AR)</b>	<b>93,698</b>	<b>-</b>	<b>-</b>	<b>93,698</b>	<b>115,607</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>93,698</b>	<b>-</b>	<b>-</b>	<b>93,698</b>	<b>115,607</b>
<b>A3 Payments</b>					
Administration	2,346	-	-	2,346	2,325
Governance costs	-	-	-	-	609
Entertainment - Christmas party	30	-	-	30	1,982
Fundraising - Fun Day	-	-	-	-	1,277
Fishers Farm Day Out	669	-	-	669	1,207
Calendar costs	-	-	-	-	540
Cost of Marathon place	-	-	-	-	396
Other event costs (wine tasting, peanut butter)	115	-	-	115	149
Food and drink	88	-	-	88	179
Hall hire	3,705	-	-	3,705	2,227
Speech and Language therapy	22,838	-	-	22,838	17,655
5Club	-	-	-	-	4,910
Equipment purchases	613	-	-	613	844
Occupational therapy	10,273	-	-	10,273	20,299
Teaching assistants	1,604	-	-	1,604	2,867
Teaching specialists	3,631	-	-	3,631	6,372
Specialist School Support	7,817	-	-	7,817	4,093
Drama tuition	1,838	-	-	1,838	4,643
Just Giving fees	331	-	-	331	216
Marketing	11,717	-	-	11,717	17,661
Training	965	-	-	965	957
<b>Sub total</b>	<b>68,578</b>	<b>-</b>	<b>-</b>	<b>68,578</b>	<b>91,407</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>68,578</b>	<b>-</b>	<b>-</b>	<b>68,578</b>	<b>91,407</b>
<b>Net of receipts/(payments)</b>	<b>25,120</b>	<b>-</b>	<b>-</b>	<b>25,120</b>	<b>24,200</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	173,565	-	-	173,565	149,364
<b>Cash funds this year end</b>	<b>198,685</b>	<b>-</b>	<b>-</b>	<b>198,685</b>	<b>173,564</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current account	128,467	-	-
	Deposit account	70,218	-	-
		-	-	-
	<b>Total cash funds</b>	<b>198,685</b>	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B4 Assets retained for the charity's own use</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B5 Liabilities</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Signed by one or two trustees on behalf of all the trustees	Signature	STOBETT	ST CORBETT	8/9/21