



Down Syndrome Training & Support Service Ltd

Registered Charity Number 1130994
Company registered in England and Wales
number 6915555

• *There was so much information, a really useful insight into children with Down syndrome. The training was really well organised and presented. I would highly recommend it.*
(school support)

• *Vital and much appreciated service. A lifeline when you find out your baby will have Down syndrome. Always welcoming, warm and knowledgeable. Reassured such a group exists and will be there for support, guidance and training from birth to adulthood. Without it would make navigating this unknown much more stressful and worrying.* (new parent)

ANNUAL REPORT 1st JUNE 2022 to 31st MAY 2023

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Wendy's passion around Down syndrome is so admirable. I feel empowered by Wendy and her lifelong knowledge and experience

INTRODUCTION & OVER VIEW OF THE YEAR

Welcome to our 2022/2023 annual progress report.

This report covers all of the training, services and activities we have provided over the year; how it has been funded and feedback from the many families and professionals who have benefitted.

This report has several purposes: feedback to our members, feedback to our funders, especially the National Lottery who currently provides 36% of our income and feedback to ourselves. It helps us to reflect on what we have achieved and the direction we need to steer over the coming year.

It is not a short report! We are always very busy and provide a wide range of services; there are, however, lots of wonderful pictures which tell their own story.

STAFFING

Our staffing has remained pretty constant throughout the year with the exception of one member of staff, Kimberley Booth. Kim, who happens to have Down syndrome, had been working one day a week as our office assistant for over 15 years. Leaving because she was too busy with so many other jobs, including two days at Specsavers each week, was an incredibly positive reason. Kim continues to help teach dance21; she is a strong, independent and positive role model for all of our younger families.

Claire Harwood joined us to support our 'I can work' project and from next term she will replace Ruth Beers who resigned at the end of the academic year (July 2023).

DIRECTOR MOVEMENTS

Julie Wood, our longest standing director, resigned in April 2023 after 20 years of service. Julie has been a valued member of the charity since it's inception.

TRAINING

Our training has been very much in demand this year with the free course 'Introduction to Down syndrome' delivered direct 14 times to a total of 638 people. It has also been downloaded from our website 30 times. Overall delivery of training has increased by 26% on last year with a total of 1687 people directly benefitting.

HEALTH

One of our targets for last year was to reach out to health visitors and midwives. We worked hard to research and develop a five module training course aimed at professionals and this can now be downloaded for free from our website. To date it has been downloaded 20 times and we continue to strive to share this training via the MVP (Maternity Voice Partnership).

Our new publication 'Down Syndrome and a Pathway Through Health' was finally published and this is now given free to all new families and continues to be shared via maternity services.

In addition several health training sessions were provided:

- The Building Blocks of Communication - a conference for parents in June 2022;
- Gut Health and Down Syndrome - an online course in December 2022 and
- Speech & Language Network North - a training day for Speech Therapists.

Next year we plan to provide a 'therapy training day' for both parents and professionals covering all of the therapies now provided by our charity - physiotherapy, occupational therapy and speech & language therapy. We need to promote this to secure maximum attendance.

EARLY DEVELOPMENT GROUPS AND SPEECH & LANGUAGE GROUPS

Our early development groups and speech and language groups have continued to provide the excellent service we have honed over the years with our Early Development Groups winning the Telegraph & Argus Community Involvement Award in recognition of our contribution to education.

Evaluations of both services was outstanding and several comments are included in this report. Funding for speech and language is due to expire December 2023 and we currently have several live funding bids in place. Early development groups are funded by the National Lottery until March 2025.

FAMILY SUPPORT SERVICE

Our family support activities Include: Saturday sessions, WisH Club, summer trip, dance, sibling support and support for dads.

Provision of dance via Twirly21s and dance21 was reviewed and revised during the autumn term 2022. Both classes are now delivered by Claire King with funding until 2026.

Our siblings group, Sibz Zone, has continued to grow and siblings both old and young are enjoying the group.

Next year we aim to better establish our support group for dads.

Our youth club, the WisH Club has continued to grow with 23 members; 12 new this year. In addition we re launched the 'Going Out' Club for all WisH Club members old and new, plus any other adults with Down syndrome wishing to be involved. The first outing was to see ABBA at Bingley Little Theatre; an amazing night out attended by 20 people with Down syndrome.

ADULT SERVICES

Our 'I can work' project is currently under review and next term a new project, 'Independent Living Skills', based on our lower floor, will be launched. For more details read pages 41 and 42.

FUNDING

We have had success this year in securing many additional grants and donations towards our target of £70 000; we surpassed this target raising £75 687 during the calendar year 2022. Pages 4 to 19 detail all the grants and many amazing fundraising activities you've undertaken to generate our income. Every penny is important. Keep it up!

And finally, we have continued to work hard to eliminate the use of single use plastics from our centre and are now plastic free champions.

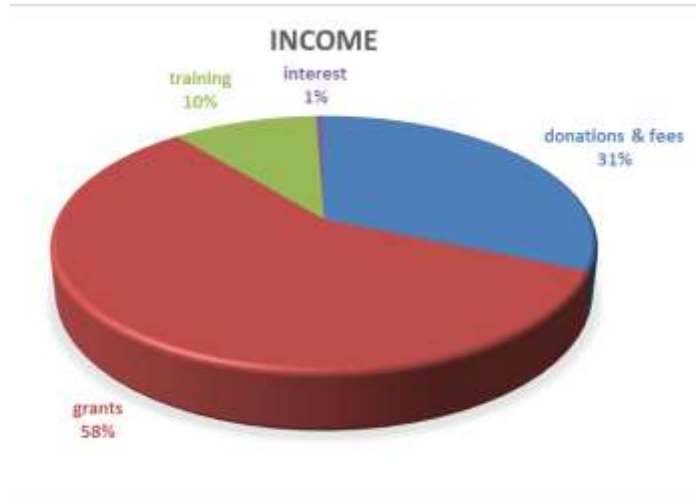
Best wishes Wendy Uttley

FUNDING 2022 TO 2023

The total funding income for the last financial year was £139 574

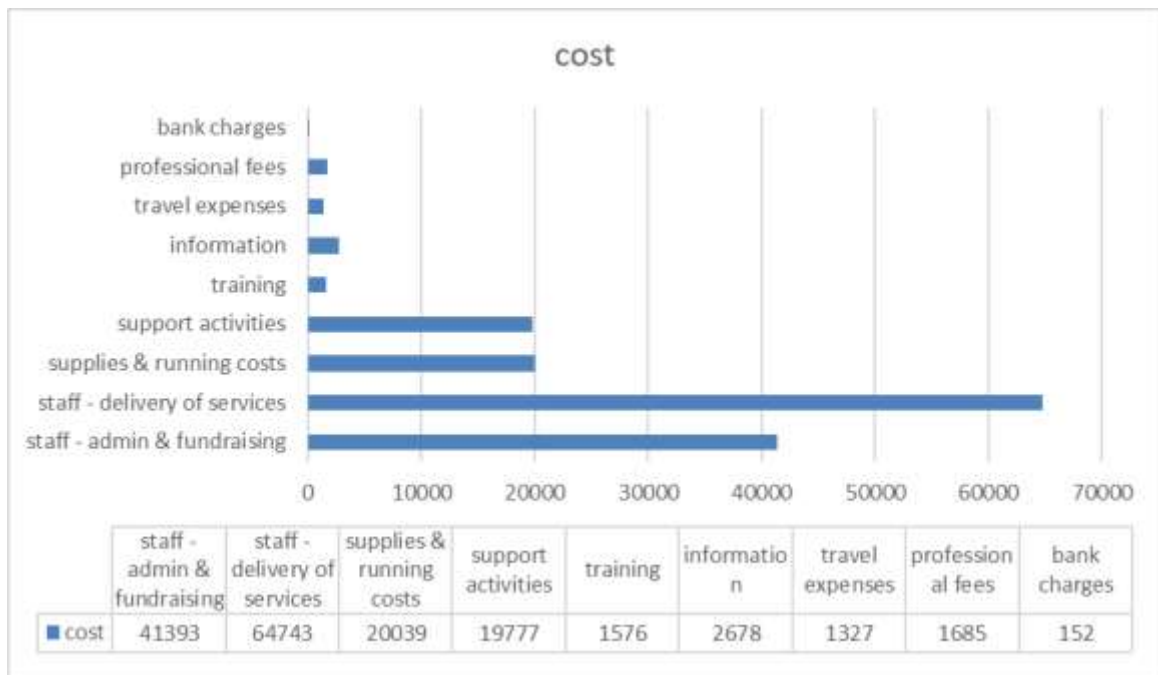
We received:

- £43 878 from donations, Gift Aid, fees and fundraising activities (31%)
- £80 476 from grants, (58%)
- £14 424 from training, (10%)
- £796 from bank interest, (1%)



Overall expenditure was £153 374

We spent £13 799 more than we gained.



UPDATE ON OUR FUNDING SITUATION

Looking back over the past five years:

June 2018 to May 2019: we spent £143 424 and raised £133 571 (£53 620 from grants)

June 2019 to May 2020: we spent £142 929 and raised £122 376 (£69 221 from grants)

June 2020 to May 2021: we spent £140 499 and raised £150 860 (£98 051 from grants)

June 2021 to May 2022: we spent £157 644 and raised £164 423 (£109 100 from grants)

June 2022 to May 2023: we spent £153 374 and raised £139 574 (£80 576 from grants)

The figures above show that our expenditure for the last two year has remained steady, however our income has dropped by 15%.

The National Lottery continues to fund 36% of our annual expenditure, approximately £50 000. This expires March 2025 and we will begin to re apply for this funding in 2024.

Our target for the calendar year 2022 was to raise £70 000 and we raised £75 687 from grants and donations.

We currently have 10 months running costs in the bank. Our monthly expenditure averages £12800 thus we need to ensure that our efforts to raise additional funds through other grants and donations persist.

Our target for the current calendar year is £70 000 and we are doing very well.

Thank you to everybody involved in the ongoing amazing efforts to fund and maintain our charity.



FUNDING GRANTS

NATIONAL LOTTERY & EARLY DEVELOPMENT GROUPS

In March 2020 we received five years funding from the National Lottery. A total of £240685 will be released incrementally until March 2025.

This funding pays the:

- early years practitioners salaries,
- administration of the early development group sessions,
- transport for families who would otherwise be unable to attend group sessions
- a portion of our core salaries,
- upkeep of the premises - building repairs and renovations

UPLIFT OF FUNDS

In March 2023 we were awarded an uplift of £3965 to employ an occupational therapist and, from May 2023, an underspend was used to employ a physiotherapist.



CORE RUNNING COSTS

In September 2022, we received £20,000 from

Garfield and Weston Foundation to support our core running costs released incrementally until September 2024.

TRAINING FOR FAMILIES

Magdalen Hospital Trust, £1000 funded training workshops for families. The sessions included: toilet training and sexuality relationships education workshops, this funding expired in January 2023. A grant of £2,000 from **St James's Place Charitable Foundation** continues to fund training for families until November 2023.



SPEECH & LANGUAGE GROUP SESSIONS

In December 2021, we received £12,000 from **Baily Thomas** and £10,769.40 from the **Birkdale Trust** to fund speech and language group sessions, the administration of these sessions and transport for our more vulnerable families. This funding from both funders was for 12 months. Following discussions both agreed that the funding could be spent over two years. This funding will expire December 2023 and we are currently seeking further funding.



DANCE SESSIONS



Early in the year Locala Community Fund expired. A grant of £5,400 from the **Morrisons Foundation** continued to support our dance classes until May 2023. In April 2023, we were awarded £10,080 over 3 years from **The Barbara Ward Children's Foundation**.

Funding will be released in increments until April 2026.

New dance outfits were funded by £400 from

Warburton Foundation.



TRANSPORT FOR FAMILIES

A number of our funding bids include the cost of transport for families who would otherwise be unable to attend. Currently funding towards speech and language sessions (**Birkdale Trust for Hearing Impaired**) and early development group sessions (**National Lottery**), helps to fund taxis for our more vulnerable families.

DOWN SYNDROME LEARNING SUPPORT PACKS & NEW BABY PACKS

Grants of £2,070 from **Alfred Sharp Bingley Educational Trust** and £4,000 from **Charles and Elsie Sykes Charitable Trust** plus a donation of £1000 from **The Ruth & Lionel Jacobson Trust** continue to fund our learning support packs for families and new baby packs.

TRANSPORT FOR TRIP TO BRIDLINGTON 2023

We received £1,000 from **Happy Days Children's Charity** to support transport to our summer trip 2023.



FAMILY SATURDAY SESSIONS & SIBZ ZONE

Funding from **Arnold Clarke Community Fund** continued to fund Saturday sessions for part of the year. Saturday sessions and Sib Zone are currently funded by a grant of £2000 from the **Albert Hunt Trust** until August 2023.



WISH CLUB FUNDING

Early in the year funding from Pears Youth Fund expired. Several bids have been successful and are currently supporting our youth club.

£3,921 from **Ironmongers Foundation**,
£1,000 from **Hedley Foundation** towards activity and food costs,
£500 from **Bentley Small grants** towards activity and food costs



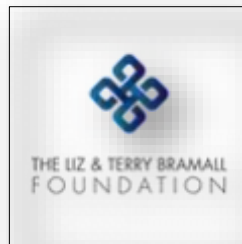
I CAN WORK PROJECT

£1960 from **Mahalo Charitable Trust** and
£5057.60 from **Aviva Crowd Fund** and



Community Fund continued to fund our I can work project.

In October 2022, **Liz and Terry Bramall Foundation** awarded £5691 to continue supporting young adults into the workplace.



INDEPENDENT LIVING PROJECT

In September 2023, we will be piloting our independent living project. **Morrisons Foundation** gave us permission to reallocate remaining funds to support this project. In April 2023, **Spire Assist** made a donation of £2700 to support this project and buy new equipment for developing a practice living area in the basement.



FAMILY SUPPORT & COUNSELLING

Funding from **George A Moore**, £1000 expired early in the year. **Bradford Metropolitan District Council** awarded £3000 in March 2022 and this funded one to one counselling for over 12months..

Birkdale Trust For the Hearing Impaired continues to support family support costs until September 2023.



YOUR FANTASTIC FUNDRAISING EFFORTS

Throughout the year people have nominated us, taken part in sponsored events, held various sales and other special events, all of which are detailed below.

Well done to everybody for their hard work and commitment to raising funds for and awareness of our charity and Down syndrome. Total raised £21 315 amazing!

- Our pop up shop, £17.75
- Busy Bees fashion event, £1422.85
- B Western, £30
- MT Western, £20
- Our charity gig, July 2022, £1059.05
- Maureen Wakelin, £500
- Razia Ahmed, £21.50 sponsor money
- Acorns Out of School Club, £160 from fundraising activities
- Betty Dagleish, £100
- Shipley Christadel, £76.20
- Carmen Crossdale, £10
- Buttershaw St Paul's Amateur Operatic & Dramatic Society, £100
- Allan Bevins, £20
- Rick Cheshire, £10
- Bingley Car Body Shop, £100
- Hannah Norris, £155, charity of the year, Bradford District Community Dental Service (NHS)
- Maxine Sanderson, £20
- Bingley market stall, £164.66
- Margaret McKenzie, £20
- Marsh Charitable Trust, £500
- Ruth & Lional Jacobson £1000

BUSY BEES BOUTIQUES FASHION NIGHT

On Thursday 9th June, we had a brilliant night at the Mercure Hotel. Dance21 gave an opening performance and three young models with Down syndrome braved the cat walk. The evening raised over £1422.85.

Amazing!

Thank you to Michelle Chapman for organising the event and making it such a success.



- Hannah Love, £50
- Jules Bee, £10
- World Cup Prediction Competition, £51
- Christmas raffle, £502.55
- Carol Grimley, Slimming World, £113
- N Tomson, £10
- P&M Kennedy, £50
- Mr & Mrs Curd, £20
- Buttershaw St Paul's Amateur Operatic Drama Society, £314.63
- Sue & Bentley Grange Farmshop, 12.84
- Guisley Jazz Band, £150
- Louise Lawrence, £100
- CAF Bank, £23.52
- George Webster, £500
- S Kausar, £20
- Asda collections, £127.06
- Easter raffle, £240.12
- Kelly's Childminding, £41.90
- Donna's Childminding, £81.30
- Ruth Worby, £191.13
- All Together Now Choir, £1250
- Justgiving, £2275.29, Gerry's challenge



GERRY'S CHALLENGE

[Gerry Hughes is fundraising for Down Syndrome Training and Support Service Limited \(justgiving.com\)](#)

In April 2023 Gerry set off on an expedition of a lifetime walking the Camino de Santiago which is a pilgrimage of just under 500 miles from Saint Jean Pied de Port in France to Santiago de Compostela in Spain. After walking 148 miles Gerry had to return home as her feet were suffering. She plans to resume the walk in August!

ALL TOGETHER NOW CHOIR

Just before lockdown All Together Now choir made us one of their charities of the year. This continued into 2022/23. In May 2023 we were presented with a cheque for £1250. Wonderful.



Christmas Tree Festival , All Saints Church, Bingley

We were delighted to have a Christmas tree, decorated with Baubles, showing images of young children with Down syndrome, on display at the festival in December 2022.



- Max & Tom Ratcliffe, 100 miles in October, £4403
- Our Christmas Saturday session: £40 gift stall, £42 tombola
- Our sponsored walk in Myrtle Park, £740.90
- Helen Doveston, £38 bake sale at Beckfoot school
- Skipton Building Society, £500. We won first prize!
- Ebay sales - our online shop, £369.43. Thank you to Ruth, Claire and Harry
- Give as You Live donations amounting to £1408.76
- Donations via the Facebook donate button £225.93
- Amazon smile £289.15



**SKIPTON BUILDING SOCIETY
TOKEN VOTE**

We are delighted to be part of the Community Giving scheme at Skipton Building Society, Bingley. We were chosen as one of three local charities. Customers voted using a token system and we came first winning £500.

THE RATCLIFFES 100 MILE CHALLENGE

The Ratcliffes had a super time cycling, running and walking towards their 100 mile challenge and reaching celebrity status!

Supported by Look North, George Webster and the Brownlee brothers and raising a staggering £4403!!!!



**FAMILY SPONSORED WALK, MYRTLE PARK,
BINGLEY**

On Sunday 26th June 2022 we held our sponsored walk in Myrtle Park. Thank you to the families who joined us for a relaxing afternoon walking around the park. We raised £740.90

WORLD DOWN SYNDROME DAY FUNDRAISERS

- St Cuthbert & First Martyrs Primary School, £140.45 from a crazy hair day.
- Burley Oaks Primary School, £281.50 odd socks day
- Rebecca Lodge, £176.94, odd socks day
- Diane Woolley Suddards, £77.59 collection
- Beckfoot School, splat the teacher, £18
- Leah Edwards, £50
- Rachael Dennis, £5
- Our open day, £102
- Calverley School, World Down Syndrome day, £255
- Lightcliffe School, bun sale, £206.94
- Brackenhill School, lots of socks, £72
- Calder High School, £70.51
- Collection at ASDA Keighley, £57.50



OUR OPEN DAY

We had a wonderful open day on 22nd March to mark world Down syndrome day and raised £102.

The centre was visited by many parents and family friends and our staff enjoyed sharing tea/coffee and a cake and some good conversations. It is not often we have time to socialise and it made a very welcome change to our usual demanding days at the centre.



COLLECTING AT ASDA KEIGHLEY

On Friday 24th March Stephen and Ruth spent some time in Asda Keighley raising awareness and collecting funds. £57.50 was raised. Well done Stephen.



Samuel and fellow pupils at Lightcliffe School helped to raise £206.94 from a bun sale for world Down syndrome day. Fantastic!



Beckfoot School raised funds for us....£18 at their Splat the Teacher event. Great fun!

CHARITY GIG FUNDRAISER JULY 2022

DOWN SYNDROME TRAINING & SUPPORT SERVICE LTD CHARITY EVENT

We are delighted to invite you to our Charity gig on Saturday 9th July, 4 till 11pm at the Acorn Inn, Eldwick. Tickets £10 each. To purchase visit our website, contact our office or purchase direct using the QR code.

Wild Geese
Kicking off at 4pm to dipak with The Wild Geese. Music, much more than a 'band of Irish tunes and Folk & Ballads!!!' A special, Bradford Irish band.

The Wild Geese

Conmen

2.30pm till 3.15pm Conmen
Get your drinking sheets on. The band cover great music from the late 60s to 70s: Creedence Clearwater Revival, The Rolling Stones, Blind Faith, Buddy Holly, The Beatles, The Eagles...

dance 21

4.30pm enjoy a short performance by dance21

open mic session 7 till 8pm
Please contact our office to book a slot

Registered Charity 1130994. Company registered in England & Wales number 4915555. All proceeds to the Down Syndrome Training & Support Service Ltd, 2 Whitley Street, Snodgrass, BD16 4RT. Visit www.downsyndrometrainingand.com. Email office@downsyndrometrainingand.com. tel 01274 561308

OUR CHARITY GIG FUNDRAISER JULY 2022 RAISED OVER £1000

On Saturday 9th July 2022 we held our very first fundraising gig at the Acorn Inn, Eldwick. The weather was wonderful and it was great to see so many of our families enjoying themselves. A big thank you to the Acorn Inn for providing the rig and letting us use their car park, also to the members of the Conmen and Wild Geese who performed for free during the afternoon and evening; Like in Naples—the mobile pizza men who attended free of charge (though we needed more pizzas!), our amazing dancers, dance21, our volunteers who helped out all afternoon and evening and to everyone who donated raffle prizes and bought raffle and tombola tickets.

All in all a really wonderful time was had by all.

A massive thank you to everyone involved in making the event so enjoyable and a big success. We raised £ 1059.05 from the raffle, tombola and ticket sales. Amazing!



RAFFLES

OUR CHRISTMAS RAFFLE 2022 RAISED £502.55

1st prize - Avril Dear- Luxury Aldi Christmas hamper

2nd prize - Georgina - 4 bottles of Christmas drinks,

3rd prize - Avril Dear - luxury Christmas crackers

Runner up prizes were won by Julie Earl, Peter Todd, Dawn Keenan, Catherine Bailey, Megan McLean and Georgina

Thank you to everyone who donated prizes and bought tickets.



EASTER RAFFLE 2023

Our Easter raffle raised £240.12.

PREDICT THE WORLD CUP WINNER FOR £1 AND WIN £50

Very disappointingly our world cup prediction event raised £51 making a profit of £1!



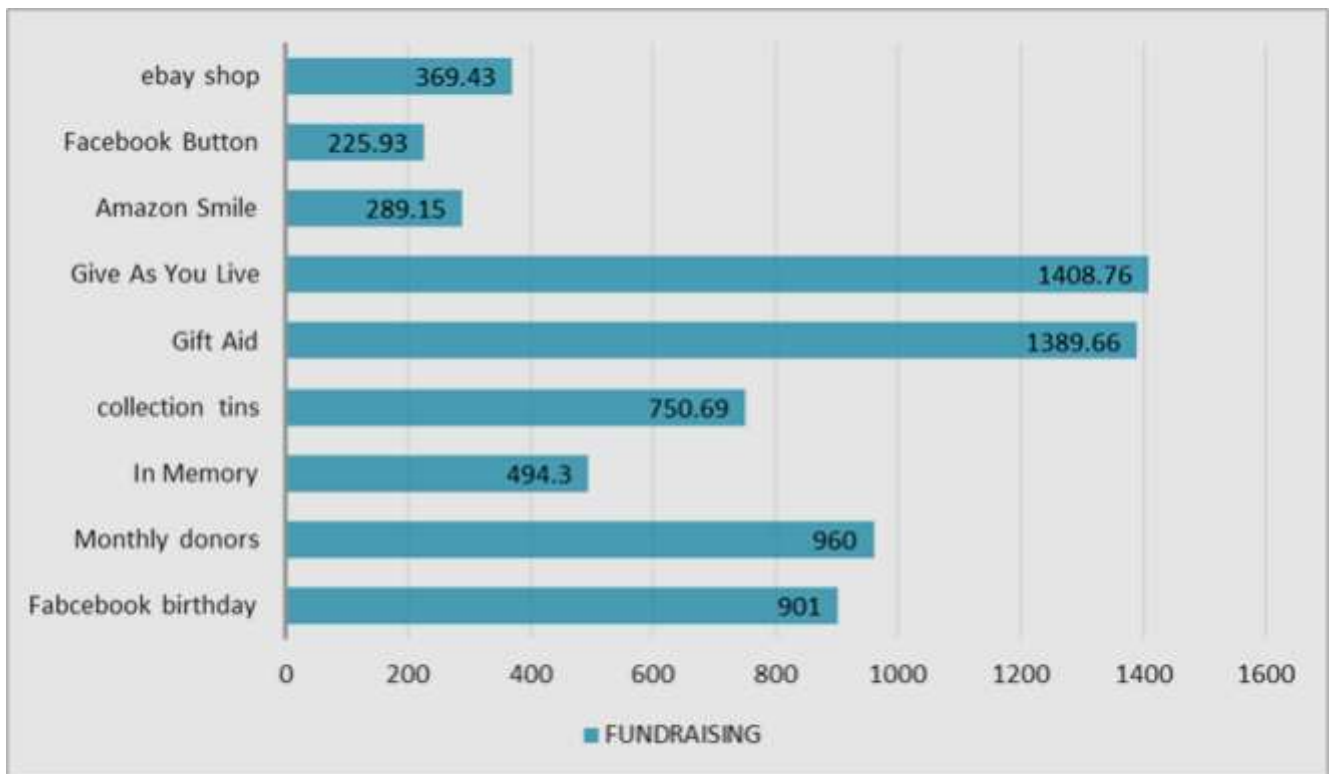
DONATION OF GOODS

A massive thank you to the following people for their donation of goods towards our raffles, stalls and services:

- Gift of 6 PCs from High Speed Training
- Gift of training courses for staff training, High Speed Training
- Bingley Gallery, £50 gift voucher for Christmas raffle
- Saltaire Massage Therapy, voucher for massage for Christmas raffle
- Victoria Khan, gift wrap paper
- Tegan Bowis, clothes & Pedro boots
- Liz MacLean, Alison Bailey, Helen Gibbon, Lucy Dix, Farah Usaf and Adai Tang for their donation of items for our raffles, gifts and tombola stalls.
- Easter eggs for raffle—anonymous
- Al's Bar - drinks hamper for Christmas raffle

FUNDRAISING ONLINE

We continue to use a range of online fundraising options. These can be browsed via the dedicated fundraising page on our website which provides details and links to: JustGiving, Dontsendmeacard.com, Facebook social impact for birthday fundraisers, our ebay charity shop, leaving a legacy, Give as you live, holding a sponsored event and one off/regular donations.



GIFT AID

Thank you to everyone who has added Gift Aid to their donations.

This year we claimed £1389.66 from HMRC.

If you are a UK tax payer any donations made to us can be Gift Aided. This means the government pays us an additional 25%, so if you donate £10 we actually get £12.50.

giftaid it

After much research and comparison of various fundraising sites we are now registered to raise funds through JustGiving.

To date it has been used by Gerry Hughes for her epic walk to Camino de Santiago, raising £2275.29 to date. The site can be used for one off donations or sponsored events. Follow the link below to the fundraising page on our website.

JustGiving™

Birthday fundraisers

A number of people have donated money in lieu of presents for their birthday.

Facebook gives people the opportunity to create fundraisers for their birthday.

<https://www.facebook.com/fund/DownsyndromeTSS/>

This year we received £901 via Facebook birthday fundraisers (a decrease of 43% from last year):

Thank you to:

Susan Uttley, £110

Wendy & Sam, £70

Sarah Smith, £176

Adam Khan, £40

Rachael Lawson, £100

Wendy Rhodes, £155

Adele Robinson, £120

Zoe Lee, £80

Amelia Kay, £30



COLLECTION TINS - AN EASY WAY TO RAISE CASH

This year we raised £750.69 from our collecting tins. This averages £57.74 per tin, an increase of 46% from last year. Fantastic.

Many thanks to the following people and organisations for taking and filling our tins:

- Our Saturday session, £41.76
- InTrim Hairdressers, £108.75
- Marion & Lucy, £21.71
- David McLean, £21.70
- Gulshan Khan, £212.43
- Collection tin at our centre, £8.56
- Margaret North, £25.69
- Alison Bailey, £155.04
- Gerry Hughes, £18.83
- Elena Keyamy, £40.85
- Liz McLean, £95.37

We have over 20 collecting tins waiting to be used. If you would like one please contact us. If each tin was filled once per year it would generate approx. £1500.



Give as you Live/Easy Fundraising

We have an account with Everyclick, Give as you Live. If you shop online they will donate a small percentage of your payment to our charity, for example, Amazon will donate 1.5%.

This year we have raised £1408.76.

A whopping 645% increase—keep it up!

AT NO EXTRA COST TO YOU.

Visit www.giveasyoulive.com





**SHOP AT YOUR LOCAL COOP
Local Community Fund**

We are currently one of the Co-op Charities.

Co-op Members can select our charity using the link below. <https://membership.coop.co.uk/causes/69175>

For every £1 you spend on selected Co-op branded products and services, 1p will go directly to us.

WE WON THE T&A COMMUNITY INVOLVEMENT AWARD

CATEGORY EDUCATION

In April we were delighted to learn that we won the Telegraph & Argus Community Involvement Award in the education category. Here we all are receiving our prize: [Bradford Education Awards 2023 winners are revealed | Bradford Telegraph and Argus \(thetelegraphandargus.co.uk\)](https://www.thetelegraphandargus.co.uk/news/2023/winners-are-revealed)



MONTHLY DONORS

Since 2021 we have had a drop of 59% in income received via regular donations.

This year the total was £960.

We are extremely grateful to the people listed below for their ongoing monthly commitment to support our charity. It is great to have regular income each month and the total of £960 will fund our youth club for one month or our early development groups for one month. Just think how much more we could achieve if we could encourage more people to set up a regular donation to our charity.

We are now members of JustGiving which will include Gift Aid in your donation or you can set up a regular payment to our charity by standing order.

Visit our website for more details.

A massive thank you to:

- Pauline Fletcher £180
- Geoff Sweeney £60
- John Cain £300
- Glyn Martill £120
- Peter Todd £300

For their commitment and support over the year.

thank you

You shop. Amazon gives.

Amazon donates 0.5% to the charitable organisation of your choice. This year we have raised £289.15. This service has now ceased to exist.

smile.amazon.co.uk

facebook social impact

This is used to raise funds around the date of your birthday and also includes general donations via a donated button on a Facebook page. This year we have raised £225.93 via the donate button.

In Loving Memory

DONATIONS MADE IN MEMORY OF A LOVED

ONE

- In Memory of NuNu's gramps, David Smith, £221
- In memory of Shirley Pedley, £213.30 (Harpins Funeral Service)
- In memory of Freda Hickman, £60

OUR (EBAY) CHARITY SHOP

[downsyndrometraining on eBay](#)



Ruth, Harry and Claire have been busy selling items online and raising funds using our online charity shop; £369.43 has been raised.

SELLING YOUR OWN GOODS ON EBAY: When selling your own goods on eBay you can also choose to donate a percentage of your sales to our charity. Just search for *Down Syndrome Training & Support Service* and select the % amount you wish to donate.

SOCIAL MEDIA

OUR WEBSITE

www.downsyndromebradford.com

In the last financial year we have had 1669 unique visitors to the site with 8098 page views from across the globe. 74% of visitors are via a mobile phone. A total of 244 orders have been placed raising £4831.53. These orders are from bookings for training and purchasing resources. The figures are very similar to those from our last financial year.



PUBLIC FACEBOOK PAGE

<https://www.facebook.com/DownsyndromeTSS/>
For more general and formal information.



CLOSED FACEBOOK GROUP

Our closed Facebook group provides information on day to day activities .
<https://www.facebook.com/groups/DSTSS/>

TWEET US AT

<https://twitter.com/DownsyndromeTSS>



INSTAGRAM

www.instagram.com/downsyndrometss/



CONTACT LESS PAYMENTS - SUMUP

We are now able to take payments for all of our services and resources using our contactless machine!

We can also generate a QR codes which supports payments and bookings.



OUR POLICIES

We currently have the following policies in place:

Child protection policy (Officers Wendy Rhodes & Wendy Uttley)

Complaints policy

Confidentiality policy

Conflict of interest policy

Covid –19 policy

Data protection policy

Day trips policy

Disciplinary policy

Environmental policy

Equality and diversity policy

Fire Evacuation Policy

Fundraising Policy

Grievance policy

Health & safety policy

Key holders policy

Lost Child policy

Maternity policy

Parent Participation Policy

Personal evacuation plan policy

Recruitment policy

Reserves policy

Safeguarding policy

Social media policy, including e-safety

Touch policy

Volunteer policy

Vulnerable adults policy

Website policies: cookies, terms of service and privacy

Whistleblowing policy

ALL POLICIES ARE REVIEWED ON A ROLLING

TIMETABLE

OUR DIRECTORS

We currently have seven Directors on the Board of Trustees:

Foziah Khan - resigned Sept 2022

Julie Wood—resigned April 2023

Heather Chattell - re elected Oct 2022

Robert Kennedy - re elected Oct 2022

Noreen Metcalfe - co-opted June 2022

Lauren Drake

Farzana Kauser

Jen Casper-Smith opt to stand down on rotation

Mel Ratcliffe opt to stand down on rotation

Thank you to all our Directors for their time, commitment and support.

FIRST AIDERS

Wendy Uttley, Isabel Ashman, Wendy Rhodes, Heidi Grosvenor, Heather Bell, Charlotte Roscoe-Mitchell, Karen Barron and Laura Hempel.

GDPR

All of our data is governed by our Data Protection Policy and any personal information collected through our services and training is stored within these guidelines.

PLASTIC FREE CHAMPIONS

We are constantly trying to reduce our use of single use plastics at the centre. During the year we were awarded the bronze award for:

- Removing wet wipes
- Encouraging a ban on single use coffee cups
- Encouraging a ban on black plastic bin liners
- Using refillable soap, hand sanitiser and surface cleaner
- Recycling all soft plastics used during our sessions



INSURANCE

Our public liability insurance, employers liability insurance and contents insurance is with Illingworth McNair, Markel UK Ltd.

OUR DIRECTORS



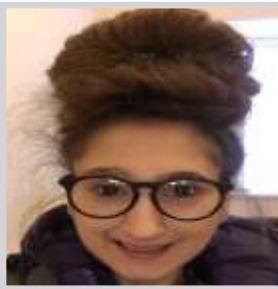
Robert Kennedy

Robert Kennedy Dip (PFS)
Independent Financial Adviser
Joined the Board January 2020.



Noreen Metcalfe

Noreen Metcalf (BSc IOSH) Safety, Health and Environmental Mgt. FIIRSM
Joined the Board June 2022.



Lauren Drake

Lauren Bernardina Drake
CertMRCSLT HCPC
Reg BSc (Hons)
Highly Specialised Registered Consultant
Speech and Language Therapist Licentiate of Trinity College London.
Joined the Board October 2017.



Farzana

Farzana Kauser holds a masters degree in logistics, business analytics and supply chain management. She is also mum to Amirah.
Joined the Board October 2021.



Heather Chattell

Heather Chattell
Qualified Teacher of the Visually Impaired (QTVI)
Specialist Inclusion Teams, Sensory Team, Halifax and mum to Noah.
Joined the Board June 2014



Jenn Casper-Smith

Jenn Casper Smith, Assistant Headteacher overseeing safeguarding, SEND and pastoral care and mum to Orla who attends our early development groups. Joined Board October 2021.



Mel Ratcliffe

Mel Ratcliffe, Register Mental Health Nurse.
Joined the Board October 2021, mum to Leo who attends our early development groups.



Julie Wood

In April 2023 Julie Wood, our longest standing Director stood down after 20+ years of support and service to the charity. Julie joined on 2000 the year we were first established.

OUR STAFF

Wendy Uttley is our Coordinator & Trainer, 37 hours per week. Wendy manages the group and develops and delivers training, early development groups, writes the monthly newsletter, provides home visits, manages projects, overviews funding bids and attends meetings to promote awareness of the Charity.



Wendy Uttley

Heidi Grosvenor, is our Staff & Office Coordinator, 20 hours per week term time only. Heidi manages the smooth running of the centre, and works closely with Wendy Uttley to manage staff, training and services.



Heidi Grosvenor

Wendy Rhodes is our Family Support and Events Coordinator, 15 hours per week, term time only. Wendy arranges our early development groups and speech and language groups and any other events we undertake during the year including fundraising events. In addition Wendy provides vital support via telephone and home visits.



Wendy Rhodes

Louise Hobley is our Information Coordinator, 10 hours per week, term time only. Louise oversees the library, membership, learning support packs and new parent packs for families and attends meetings to represent the group, gathering and sharing information.



Louise Hobley

Laura Hempel is our Early Years and Family Support Practitioner, 10 hours per week, term time only. Laura delivers 4 of our early development groups, supports families and contributes to reports and discussion on education and development.



Laura Hempel

Izzi Ashman is our Early Years and Family Support Practitioner. Izzi is on a zero hours contract. This year she has delivered 2 early development groups; one at the centre and one online and one fortnightly one to one session. She also delivers our family Saturday sessions each month at Bingley Methodist Church. She supports families and contributes to reports and discussion on education and development.



Isabel Ashman



Karen Barron

Charlotte Roscoe-Mitchell is our Funding Coordinator and our Youth Club Coordinator. She submits funding bids and helps to organise fundraising events for our charity. She also works in our youth club on a Friday evening. Charlotte works 20 hours per week in her funding role and 4 hours every Friday with our young people.

Karen Barron is our office administrator working 16 hours per week term time only. Karen manages payments in and out using Quickbooks, answers the telephone and helps to support families.



Charlotte Roscoe-Mitchell

Heather Bell is our Young People's Coordinator in the WisH Club, 4 hours per week on a Friday evening. Heather helps to run our youth club, planning activities and supporting the young people who attend.



Heather Bell

Ruth Beers is part of our 'I can work' team. Ruth supports our young employees at the centre and any work placements. She develops tasks to help them learn work related skills, supports travel training and provides guidance in the work place.



Ruth Beers

Claire Harwood is part of our 'I can work' team and fundraising team on a zero hours contract, term time only.



Claire Harwood

Nicola Booth was part of our 'I can work' project team. Nicola resigned in September 2022.

Kimberley Booth was our Office Assistant, 3.5 hours per week, helping with mailshots and making resources for our groups. Kim resigned in February 2023 after 15 years as an employee. Kim is now busy working at Specsavers and in a café twice each week. She also supports the delivery of dance21 sessions.



Kimberley Booth



Nicola Booth

OUR VOLUNTEERS

We could not run our support services without the help of volunteers. With lockdown over several new volunteers have come forward to help.

A big thank you to all volunteers who have helped us with our administration, family Saturday sessions, WisH Club and our early development groups:

Muhammad Hafeez Abbas, Ruth Beers, Mary Brown, Lesley Burrows, Trevor Constantine, Jane Courtney -Mumby, Ruby Franz, Claire Harwood, Safia Hussain, Ruby Ingham, Elanor Murray, Julie Ramsden, Ellie Burke, Ruby & Isaac Ingham, Janet Dixon, Mohammed Eesa, Lisa Ord, Lauren Reilly, Rosie Stockill, Vania Rodriguez Tasso and the numerous dedicated parents who help out at our events.

We have a volunteer policy in place and all volunteers are recruited by interview, complete Safeguarding training and hold a DBS certificate. Expenses are paid towards travel and subsistence.

BENEFICIARIES

Our number of family beneficiaries is currently 402 and we have 194 organisational beneficiaries, many of whom are schools.

All of our membership forms are now electronic and can be accessed via our website.

These keep us up to date with contact details, child's school, permission to use photos of the child, Gift Aid and the option of receiving information and our monthly newsletter by email rather than by post.

NEWSLETTER

We continue to produce a monthly newsletter detailing our events, services and developments in the field of Down syndrome and relevant information from other services.

Electronic copies are emailed out and posted on our website and Facebook page. 30% of our families prefer to receive their newsletter by post. This costs us £110 each month.



TRAINING COURSES & WORKSHOPS

Over the last 18 years Wendy Uttley has developed and now delivers many different training courses in the specific learning needs of children with Down syndrome.

Last year saw a return to pre covid levels for attendance with the majority of training taking place face to face; overall online training has decreased by 53% and face to face training has increased by 89%.

The total number of people benefitting from direct training either online or face to face totals 1687:

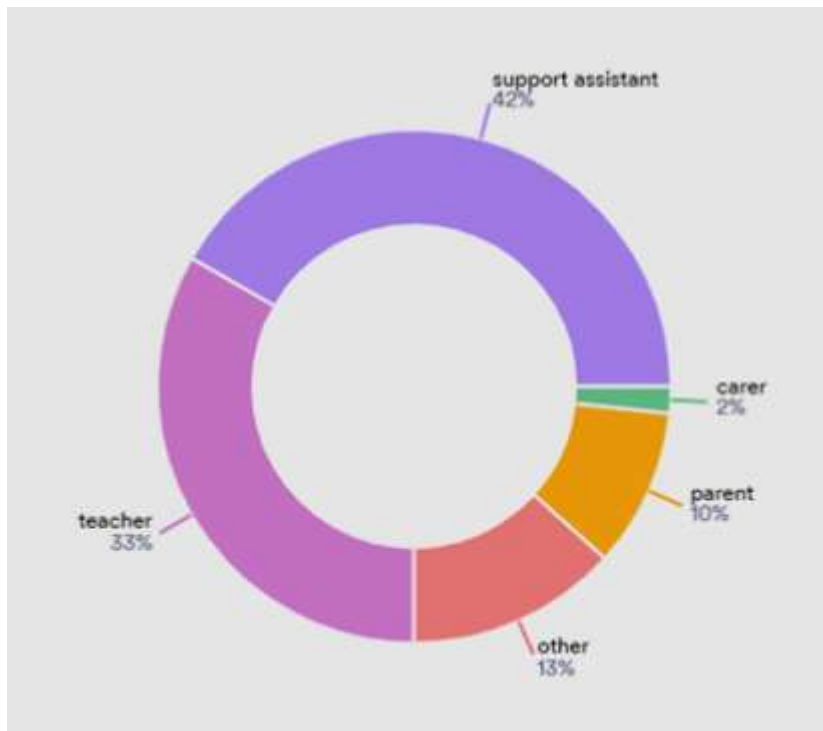
- 116 parents
- 960 professionals
- 611 children.

Not counting children, this is an increase of 26% from last year and an increase of 14% on pre covid levels and this does not take into consideration the 89 courses that have been downloaded from our website.

Our most popular course continues to be 'Introduction to Down syndrome' delivered 14 times to a total of 638 people and downloaded 30 times.

This face to face training course continues to be free to anyone wishing to attend across education, health and social care.

This is fantastic news and we hope it is making a big difference to many pupils across the region and beyond. The feedback from several of our courses is included on pages 26 and 27 which states that participants feel that we are making a difference.



Attendees

TRAINING FIGURES

Course title	Number of times delivered Sept 2022 to July 2023	Number of Attendees
Introduction to Down syndrome (Increase by 127%)	1 online 13 face to face	638
Teaching basic number skills to children with Down syndrome using the Numicon approach.	1 face to face	10
Let's make it visual - using visual resources to help develop speech, language and communication skills in children with Down syndrome	1 face to face	10
Signing and children with Down syndrome (decrease by 78%)	2 face to face	10 parents 17 professionals
The inclusion of children with Down syndrome - expectations of behaviour	3 face to face	18 parents 32 professionals
Sexuality relationships education course: ME, my body, my friends, my life	1 face to face 1 with young people	6 parents 4 professionals 11 young people
Toileting workshop & support (increase 177%)	4 online 4 face to face	23 parents 38 professionals
Assemblies/group awareness presentations	2 face to face	600 pupils 20 staff
Consultations/observation/assessment (30% increase)	9 online 21 face to face	28 parents 72 professionals
Talk on our services to health and maternity staff	1 online	30
Speech & language conference	2 face to face	13 parents 33 professionals
Gut Health talk with Dr Liz Corcoran	1 online	18 parents 6 professionals
Talk on our I Can Work project	1 face to face	50
Online decrease by 53% Face to face increase by 89% 97% increase in training overall	Total online 16 Total face to face 51 Overall total 67	116 Parents 960 Professionals 611 children 1687

Course title	Number of times delivered Sept 2022 to July 2023	Number of Attendees
Beyond 10 time and money	cancelled	Poor uptake
Reading Language Intervention	cancelled	Poor uptake
Sleep workshop (3 weeks)	cancelled	Poor uptake
Transition to secondary school/transition to adulthood	cancelled	Poor uptake
Down Syndrome and Autistic Spectrum Condition workshop	cancelled	Poor uptake

All of the courses above were offered face to face during the last academic year and had very little direct uptake.

The courses 'Beyond 10 time and money' and 'Reading Language Intervention' have been scheduled for next term (Autumn 2023) but if they continue to be in poor demand we will cease to offer the training. This would be a massive shame as both courses are aimed at working beyond the basics with our children and really striving to advance their mathematical and literacy skills.

However both courses were recorded during lockdown and so will continue to be available to download from our website.

The table below details the number of times pre-recorded training has been downloaded direct from our website. This does not capture how many people have actually viewed the training but we do know that the majority of downloads are by schools.

PRE RECORDED TRAINING DOWNLOADED FROM OUR WEBSITE	
Introduction to Down syndrome	30
Teaching basic number skills (including time & money)	4
Expectations of behaviour	11
Reading Language Intervention	10
Let's make it visual	10
Signing & Down syndrome	8
Assembly on Down syndrome	16
TOTAL DOWNLOADS	89

TRAINING COSTS FOR FAMILIES

All of our training fees are reduced by 75% for family members and the attendance at our toileting, sleep, and behaviour workshops is FREE to family members. Funding from Magdalen Hospital Trust, £1000 funded training until January 2023. A grant of £2,000 from St James' Place continues to fund training for families until November 2023.

EVALUATIONS

All of our feedback forms are now electronic (via Jotform) enabling feedback from courses to be more easily collated.

- * 41% of attendees on Introduction to Down syndrome were new to working with a child
- * 93% felt their understanding of Down syndrome had increased
- * 95% felt more confident in working with a child with Down syndrome
- * 93% felt that they could act on the ideas and strategies covered in the training
- * 92% felt they could improve their practice
- * 92% said they understood inclusion more

Introduction to Down syndrome

- ◆ *The training was very informative and I really enjoyed the delivery was very relaxed with plenty of opportunities to ask and share thoughts*
- ◆ *Absolutely brilliant, I wish this had of been available years ago. Today I have a much better understanding and I will remember to apply these practices in the future.*
- ◆ *An excellent session run by Wendy which gave some really interesting explanations. I would highly recommend the session run by Wendy because she was brilliant.*
- ◆ *Definitely feel much more confident and informed on the needs of children with Down syndrome. More training in the specific areas such as literacy and maths etc would be useful next steps for me*
- ◆ *Wendy Uttley was great. Very informative and inspiring. I felt I learned a great deal. Thank you.*
- ◆ *I have learnt lots of different strategies and new facts.*
- ◆ *There was so much information, a really useful insight into children with Down syndrome. Really well organised and presented. Would highly recommend*

Signing & Down syndrome

- *Thank you Wendy. Great course and content as always. Would definitely attend another one in few months time to remind myself different signs. Thank you*
- *Pacey - no 'lost time' / handy ways of remembering signs. Engaging speaker.*
- *I really enjoyed it and learnt a lot that will make me signing a lot easier, thank you.*

ME: MY BODY, MY FRIENDS, MY LIFE

- *Lots of information given in well timed and good paced sessions. Well organised and great resources*
- *Enjoyed discussions, activities that provided need for deeper thinking and how to apply these for pupils with Down syndrome/additional needs*
- *I have enjoyed learning how best to teach a child how to stay safe and puberty*
- *The activities were great to aid understanding*
- *Enjoyed the openness of the course*
- *It was good to have parents and professionals on the course. It was really good to hear the parents point of view and highlighted the needs for parental training in SRE in school*
- *Each part was helpful in its own way. Preparation and clarity from the start of the child's journey is needed*

The Inclusion of children with Down syndrome - expectation of behaviour

- *This was extremely useful, a huge amount of content and it was a pleasure to hear from Dr. Uttley. I really liked the way the ABC approach was broken down and really analysed. Thank you.*
- *I felt the content was brilliant and speaker was excellent however felt too rushed after lunch and this course could have been run over a longer or multiple sessions online perhaps.*

Toileting & Down syndrome

- *I have really benefitted. I have learnt so much about the bladder and bowels.*
- *It has given me a foundation to build on and put a plan into action with my child.*
- *I enjoyed the role playing which gets you involved*

Let's make it visual

- *Very practical advice/ideas on how to help my little boy and moving forward towards school*
- *Quite a quick pace, but loads covered and resources are very helpful.*
- *The training has been useful and informative for my future career as a SLT.*
- *Wendy's passion around DS is so admirable. I feel empowered by Wendy and her lifelong knowledge and experience she has spoken about.*

TRAINING FOR HEALTH STAFF

IMPROVING PRACTICE, RAISING EXPECTATIONS

One of our aims this year was to improve our outreach to health workers in particular health visitors and midwives. During March 2023, as part of world Down syndrome awareness we launched a new publication 'Down Syndrome and a Pathway Through Health' .

The pathway book was distributed to local hospitals and will be placed in all future new parent packs and learning support packs. It is written in parent friendly language and details what to expect from prebirth to adulthood following a diagnosis of Down syndrome. Thank you to Claire Fisher who composed the original draft in 2015.



In addition Wendy Uttley recorded five 15 to 20 minute modules covering the topics below. These can be downloaded for free from our website:

- Meet a baby with Down syndrome and their parents. Ideas to help support parents
- What is Down syndrome? Society's view, expectations and using appropriate language
- Additional health and medical needs that may be present when a baby has Down syndrome
- Methods to help support a baby/infant with Down syndrome as they develop
- Meet an adult with Down syndrome

To date these modules have been downloaded 20 times from our website.

SPEECH & LANGUAGE CONFERENCE FOR PARENTS 'The Building Blocks of Communication'

On Monday 20th June 2022, 29 attendees, 6 parents and 23 professionals, came along to our speech & language day at Bradford & Bingley Rugby Club.

It was a really enjoyable and informative day and everybody in attendance gave great feedback. The training day was aimed primarily at parents and so we were disappointed that we only managed to attract 1.5% of the parents on our mailing list.

Ben Bolton-Grant delivered two sessions. The first on communication, the second on stammering which can be a challenge for children and young people with Down syndrome. Jessica Foley detailed the work she is doing with the young adults in her group sessions and Jo Gallagher spoke about how we learn speech sounds and oral motor skills. Wendy Uttley delivered a talk on the importance of friendships and appropriate greetings.

We had some excellent feedback.

- *Course content was clear and provided strategies to work with children on speech and communication, information on stammering very interesting and The Communication Tree.*
- *Good pace, well explained, loud and clear. Felt like I learned a lot. Very informative.*
- *Excellent and very practical ideas, much appreciated*
- *Fantastic*

Thank you to all of our speakers for their time and commitment to the day.

SPEECH AND LANGUAGE NETWORK NORTH (SLNN)

SPEECH & LANGUAGE NETWORK NORTH (SLNN)

Every year from 2015 to 2019 we planned and delivered a network and training day for speech & language therapists across the North of England.

This was resurrected on 15th November 2022 with a training day on stammering with Ben Bolton– Grant

The workshop was specifically for speech & language therapists aimed at sharing an understanding of stammering in children and young people with Down syndrome by providing an overview of the communication profile of people with Down syndrome, a discussion about why stammering may occur and practical considerations for supporting children, young people and families.

Attendance was disappointing with only 8 therapists joining us for the day.

Next year we hope to deliver a training day aimed at both parents and professionals covering speech & language therapy, physiotherapy and occupational therapy.

GUT HEALTH & DOWN SYNDROME with Dr Elizabeth Corcoran

On Friday 9th December Dr Liz Corcoran, Chair of the Down's Syndrome Research Foundation UK and sibling to David, who has Down syndrome, delivered a very informative online session on various issues around gut health and Down syndrome including constipation, digestion, healthy eating.

The training took place online and was attended by 18 parents and 6 professionals. It was recorded and is available upon request by emailing the office.



PROF. SUE BUCKLEY VISITS OUR CENTRE

On 16th March Prof. Sue Buckley, Ben Bolton-Grant, Prof. Tamar Keren-Portnoy, Becky Baxter and Kelly Bourgoyne visited our centre and delivered a training session for speech therapists who are members of DS CEN. Talks covered the importance on babble and understanding stammering.



Sue Buckley is a leading expert in education and development for young people with Down syndrome. She began research examining early reading instruction for children with Down syndrome in 1980 and founded Down Syndrome Education International in 1986. Sue is the expert behind See & Learn and everything we do at our centre.

In June parents were delighted to meet her after our youngest early development group session when she spoke about the importance of early intervention.

PROMOTING OUR TRAINING & SERVICES

During the year we cancelled our subscription to the Skills4Bradford website and the CPD accreditation scheme saving over £800. It was decided that the money could be better used directly promoting our training.

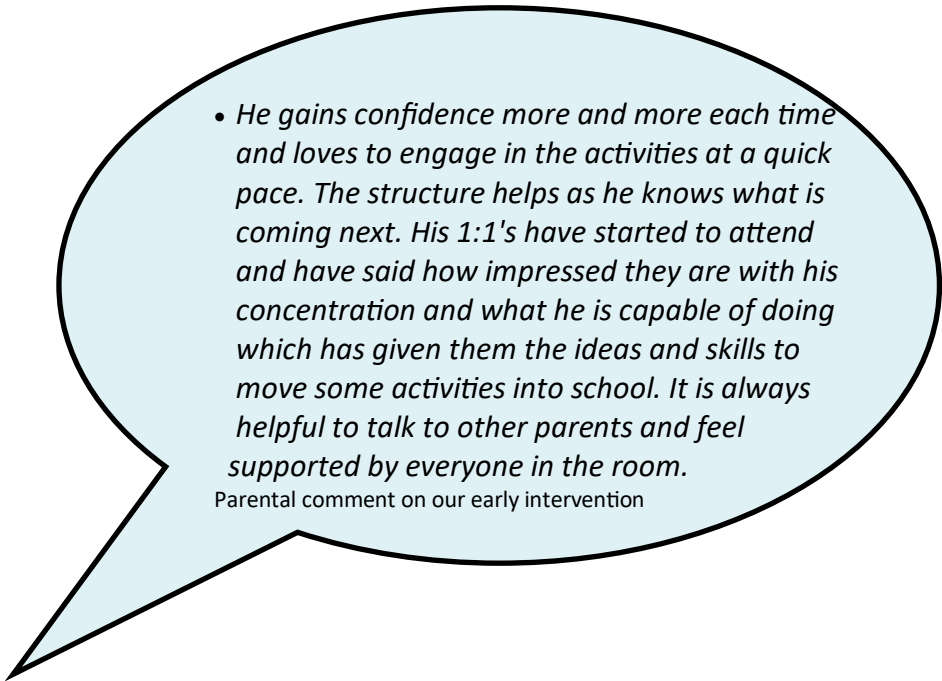
We now place occasional articles on the Skills4Bradford website and have paid for our training booklet to be professionally printed ready for next term. We are also using the funds to pay for promotional ads direct from our own website.

Towards the end of the academic year we emailed and posted letters of introduction to all LEAs across the Yorkshire region in a bid to share our training services. One of our targets for the coming year is to:

- ◆ Improve the promotion and training for ALL across the Yorkshire region

SEND STRATEGY GROUPS

Wendy Uttley sits on the Special Educational Needs and Disability Strategy group and the Co-production group. Both meet monthly in Bradford. Wendy attends as a professional and as a parent and strives to represent our charity and the needs of our families in discussions on education, health, transport, transition and social care.

- 
- *He gains confidence more and more each time and loves to engage in the activities at a quick pace. The structure helps as he knows what is coming next. His 1:1's have started to attend and have said how impressed they are with his concentration and what he is capable of doing which has given them the ideas and skills to move some activities into school. It is always helpful to talk to other parents and feel supported by everyone in the room.*

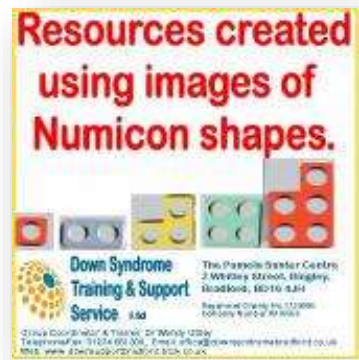
Parental comment on our early intervention

OUR OWN PUBLICATIONS AND RESOURCES

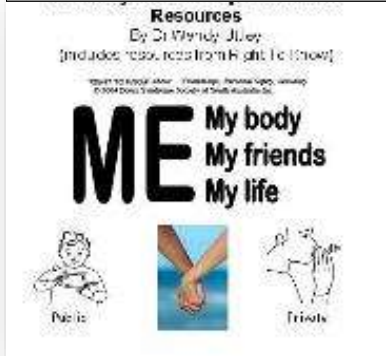


In the last financial year online downloads generated £3109.
 Online, in total, we sold 47 sets of RLI reading books, 20 Teaching Basic Number Skills books, 8 Let's Sign & Down Syndrome books, 10 Down Syndrome & Pathway Through Education books, 3 SRE & Signing books, 10 ME: my body, my friends, my life resource packs, 5 What Time Is It? resource packs, 7 Numicon resource packs, 6 Teaching money skills packs and 9 Language resource packs.

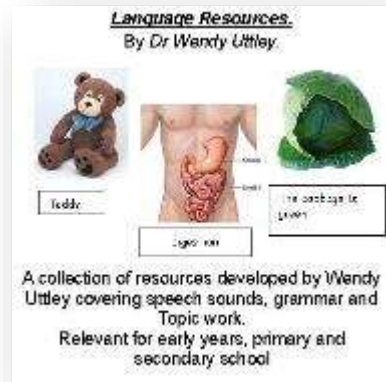
IT'S ALL ON OUR WEBSITE
 All of our resources can now be purchased by visiting our website. Many can be downloaded electronically or ordered as a hard copy or a memory stick of pdf resources.
 In addition the majority of our training courses are now pre recorded and available to download as a resource:
[Buy resources | Down Syndrome Training and Support Service Ltd \(downsyndromebradford.com\)](http://downsyndromebradford.com)



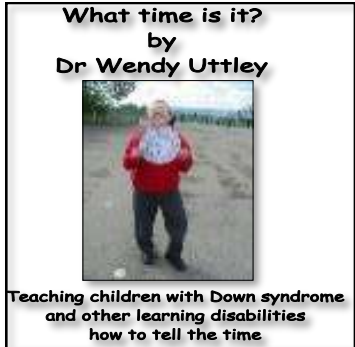
Numicon resources
 A wealth of resources to accompany the course 'Teaching basic number skills using the Numicon approach'.



ME - my body, my friends, my life
 Resources and activities to support the teaching of Sexuality Relationships Education.



Language resources
 A wealth of resources to accompany the course 'Let's make it visual'



What time is it?
 A detailed programme plus all resources to help teach children with Down syndrome and other learning disabilities how to tell the time.



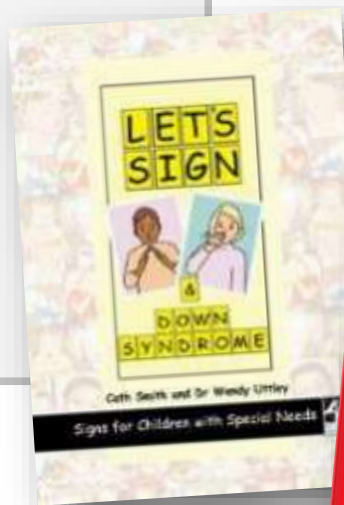
Teaching Money Skills
 150 finely graded activities and resources to help teach children with Down syndrome and other learning disabilities all about money.

SIGNING BOOK

Let's Sign and Down Syndrome

written by Cath Smith and Wendy Uttley, (£7).

The book, which accompanies our signing course, continues to sell well.



Signs for Sexuality

Relationships Education for young people with SEN

written by Wendy Uttley and Cath Smith, (£6). This book was produced to

accompany our Sexuality relationships education course.



LIBRARY OF BOOKS AND RESOURCES

Our library is managed by Louise Hopley and contains a wealth of information and resources on many areas.

A booklet detailing the contents of the library is available to download from our website.

It contains books, information and resources on:

- Education and inclusion
- Speech & language development
- Signing
- Early development
- Sexuality relationships education
- Children's books featuring children with Down syndrome
- Health and medical issues
- Maths and number skills
- Family experiences
- Literacy and reading
- Benefits

DOWN SYNDROME LEARNING SUPPORT PACKS

During 2022/2023 we put together 9 Down Syndrome Learning Support packs for new families. The packs are like a mini library, they contain a wealth of resources plus information on the specific learning needs of children with Down syndrome and how to address that need and are welcomed not only by parents and schools but also various health professionals involved with the family.

They are long term in that the information contained in them is relevant for many years, in particular the first 5 years of life.

Each pack contains See & Learn resources produced by Down Syndrome Education International, a home Numicon kit, our publications 'Signing and Down Syndrome', 'Teaching Basic Number Skills', 'Down Syndrome and a Pathway Through Education' and 'Down Syndrome and a Pathway Through Health'

The packs are to be used at home and in school.



Currently funded by the Alfred Sharp Bingley Educational Trust and the Charles and Elsie Sykes Charitable Trust.



OUR NEW PARENT PACKS

The pack is aimed at new parents, or parents-to-be, and contains information on local and national support and a booklet comprised of pictures and lovingly written accounts of some of our members children.

This year 24 packs have been distributed to St. Luke's Hospital, Airedale General Hospital and Huddersfield Hospital.

The packs are a vital support for new parents. When families make contact with the group we offer, whenever possible, a home visit followed by an invitation to attend the second hour of our youngest early development group when we chat, get to know each other and do some singing and signing.

Funded by the Alfred Sharp Bingley Educational Trust and the Charles and Elsie Sykes Charitable Trust.

PARENTS INFORMATION BOOKLET

Our information booklet detailing activities, support, benefits, education and health is continuously updated and available to all families and organisations. It brings together a wealth of information that we, as parents, have found to be of use over the years. Copies available to download free from our website.

SPEECH & LANGUAGE GROUP SESSIONS

For most years, since 2005, we have managed to secure funding to run this vital service. Statutory speech and language can be very patchy and many children do not get continuous input. Research recommends that children and young people with Down syndrome benefit from monthly input with gains still being made in their 20s.

Only through a charitable service can such input be achieved.

We offer group sessions to all children and young people over the age of 5. Under 5s are offered fortnightly sessions via our early development groups and these sessions address their early speech, language and communication needs.

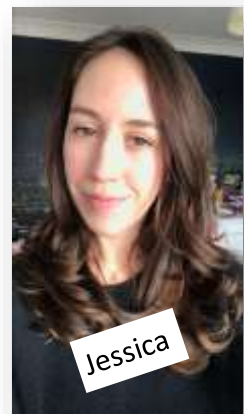
We employ two highly specialised therapists, Lauren Drake and Jessica Foley, trained by ourselves, to deliver up to 13 group sessions with capacity of up to 75 each month. Since December 2022 the groups have been supported by 4 speech & language students from Leeds Beckett University: Juliet, Wornes, Beth Cox, Heather Smith and Rachael Barlow.



Lauren

Jessica delivers our adult speech & language group sessions, which involve developing confidence to communicate needs in real life social settings and situations, and our younger groups.

Lauren delivers a range of groups across children of both primary and secondary school age.



Jessica



FUNDING

Sessions are funded by Baily Thomas and Birkdale Trust for the Hearing Impaired until December 2023.

FEEDBACK FROM 34 FAMILIES:

- 72% noticed improvement in language skills
- 80% noted improvement in sentence utterance
- 54% noted improvement in speech speed
- 45% noted improvement in grammar
- 83% noted increased vocabulary
- 81% noted improved clarity of speech
- 77% noted improved communication with family
- 64% noted improved interaction and social skills
- 68% noted improved friendships and appropriate greetings
- 97% enjoy coming to the sessions

Over the year 45 children and their Parents/carers have benefitted from these sessions.

Session were evaluated using an online feedback form. Some comments are included here.

The full report can be downloaded from our website:

[7015eb_969ca530bf5846e99da6475285323f85.pdf](https://www.downsyndromebradford.com/7015eb_969ca530bf5846e99da6475285323f85.pdf)
([downsyndromebradford.com](https://www.downsyndromebradford.com))

Fantastic sessions, lovely approach. Our child seems to enjoy the session and is learning some great skills. We also appreciate the pointers and tips to work on at home. We have had private and NHS Salt before and this is the best we've ever had as it is at the right level and is actually working on the things we need to work on. Thank you so much

Knowledgeable and experienced in working with children with Down syndrome

The sessions are so good for R he needs to keep repeating things to learn and he really enjoys the activities with Jess.

She enjoys the sessions very much. Apart from language skills she is also developing social skills like listening to others and taking turns. Lauren is wonderfully engaging and gets the very best out of everyone.

Cannot thank you and Jess enough for the continued speech therapy support. Jess is amazing and is always so patient and supportive of all of the children who attend her sessions. Her instructions to the children are always very clear and they respond so well to her. Absolutely excellent!

My son loves coming to the sessions as he sees his friends

Lauren is really friendly, engaging and lovely. She involves all the children as equally as possible and is really good at understanding their abilities and what they are trying to say. My children very much look forward to this monthly event.

Jessica is patient with the children and engages each and every child in the lesson. You can actually see the progress of the children after one lesson. With the current waiting list for SALT therapists, I'm just sorry that these lessons are not provided more frequently. My child has only started these lessons recently, but I'm so invested in this service as I see the engagement and participation from the children

Cost per month
£1000

STUDENT PLACEMENTS

Over the year we provided placements for three students to support us in our early development groups and general admin duties:

- Tiah Mae Booth, a year 13 student from New College Bradford, worked for 2 full weeks in January 2023
- Leah Brosz from Leeds Trinity University worked one day each week from January to May 2023
- Fatima Rashid from Dixon's 6th Form Academy who worked for a full week in April 2023

OCCUPATIONAL THERAPY

Wendy Scaife, independent occupational therapist, has continued to provide monthly OT for our families. Wendy travels to our centre each month to offer advice, assessments and programmes of activities to help in developing fine and gross motor skills and address sensory issues experienced by many of our children.



Four appointments are available each month and are 45 minutes long. The cost is £10 (by donation). Attendance has been almost 100% and 28 Children have benefitted.

Funded by the National Lottery until 2025.

ONE TO ONE COUNSELLING SESSIONS



Many thanks to Tara Fox for her continued services. Tara provides counselling support online with each parent receiving around 6 weeks of one to one support.

12 parents have benefitted this year.

Funded during the year by George A Moore and Bradford Metropolitan District Council.



I CAN WORK PROJECT

Our 'I Can Work' project currently offers two weekly placements for adults with Down syndrome aged 18+ at our centre. The aim is to provide input and support until they are ready to progress into a work related placement or, ideally, paid employment.

The young people undertake various work related tasks and projects set at their level, incorporating their targets in number, time, money, literacy, appropriate behaviours and communication.

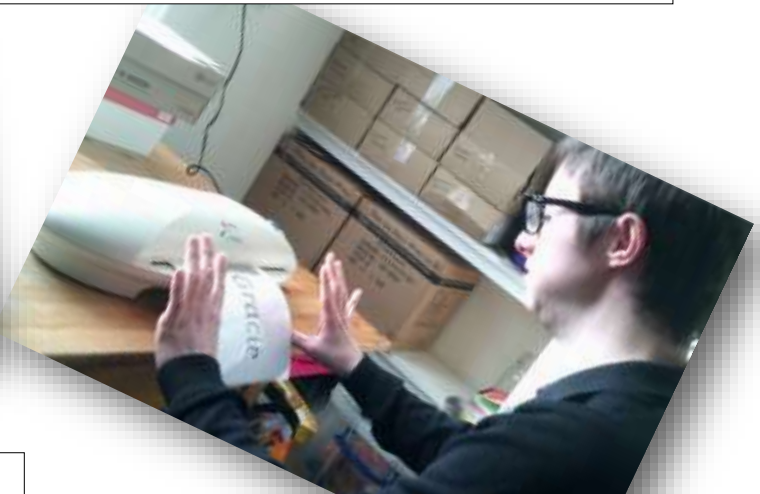
Each young person must be willing to travel at least part of their journey to our centre independently or be able to work towards this target.

Throughout the year Ruth Beers and Claire Harwood have worked with Harry and Stephen and both have made really good progress; developing in independence and confidence. We now say goodbye to Harry who has succeeded in securing a place on the Lighthouse Project, Leeds. Stephen will stay with us until the end of 2023 working independently as our office assistant.

In the new term we will be reviewing the project in a bid to secure local external work placements. These will be supported by Claire Harwood, Louise Hobley and Wendy Uttley.



Harry has made steady progress. He has improved his reading and number skills and his stamina, concentration and independence continue to increase. We wish him every success at the Lighthouse Project.



Funded by the Mahalo Charitable Trust, Aviva Crowd Fund & Community Fund and the Liz and Terry Bramall Foundation.

Stephen can now complete a range of office based tasks independently and from Sept to Dec 2023 he will be working as our office assistant one day per week.

INDEPENDENT LIVING SKILLS (ILS)

This new project is slowly taking shape in our basement. Throughout the last term of the academic year 2022/23 Paul and Louise Hobley worked to create a living room, bedroom and kitchen space in the basement. Funding from Spire Assist enabled us to purchase all the equipment needed for the project which will be aimed at young adults with Down syndrome who wish to learn basic household chores.

Next term Wendy Uttley and Louise Hobley will be planning the content of a course and begin to promote the project.



EARLY DEVELOPMENT GROUPS

Delivering vital intervention for babies and young children with Down syndrome and vital support to their parents since 2005

Throughout the year Laura Hempel, Wendy Uttley and Izzi Ashman have delivered six fortnightly and two monthly groups at the centre plus one online group via Zoom to a group of children in Lancashire. In addition we have delivered five fortnightly one to one sessions for children who need specialist input.

In total 52 children have benefitted from these sessions.

The groups were evaluated in April 2023 with some lovely comments.

The full report is available to download from our website:

[Early intervention | Down Syndrome Training and Support Service Ltd
\(downsyndromebradford.com\)](https://www.downsyndromebradford.com)



OVERVIEW OF OUR EARLY DEVELOPMENT SESSIONS

We have been delivering our early development groups since 2005! The intervention is over 5 years and follows a programme written and developed by Wendy Uttley.

All early development group sessions are two hours long and focus on early communication, language, speech sounds, interaction, number, reading, social, fine and gross motor skills delivered through short fun activities.

Sessions can be quite intense at times but the focus is always to ensure the child enjoys the session and parents feel confident to continue input at home. Professionals attend either in support of the children or to observe our best practice.

The children in the groups never cease to amaze us with their achievements and it is extremely rewarding to be part of their development.

ONE to ONE SESSIONS & ASSESSMENTS

One to one sessions are used to support children who need more specific input. In addition, for a fee, we now undertake an assessment and produce a written report should a school or parent request one.

JULY 2023 GRADUATES

In July 2023 eight of our year 5 children graduated. Certificates were awarded and reports written detailing the progress of each child across literacy, numeracy, speech, language communication, feeding skills, fine and gross motor skills and behaviour. In addition we send information into their schools offering training and support.



EXCELLENT EVALUATION REPORT

A massive thank you to the 34 families who completed our evaluation form; the full report is available to download from our website:

[Early intervention | Down Syndrome Training and Support Service Ltd \(downsyndromebradford.com\)](https://www.downsyndromebradford.com)

Here is a brief summary:

My child is making progress as a result of attending these sessions

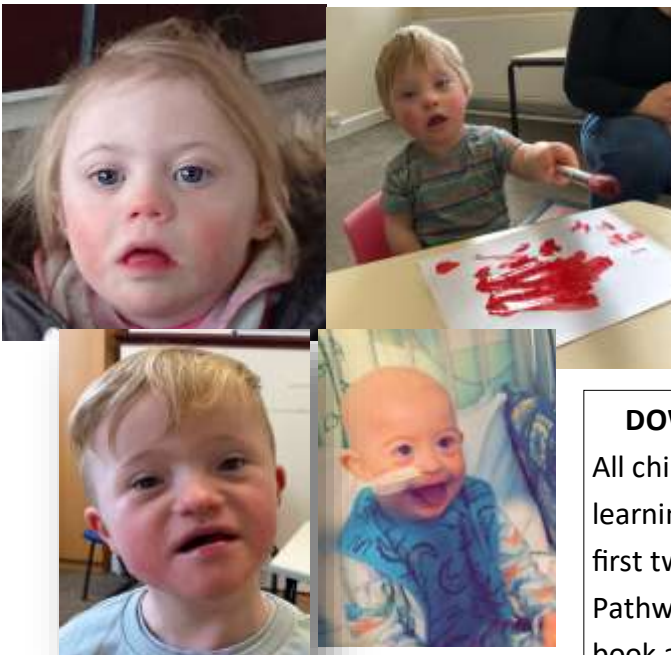
4.73/5 ★★★★★

- *He is learning more signs and more words/speech sounds. He is now recognising numbers 1-5 and he can count up to 3 himself.*
- *My son is learning to count , he's learning to sit better , he's learning words and understanding their meaning .*
- *He gains confidence more and more each time and loves to engage in the activities at a quick pace. The structure helps as he knows what is coming next. His 1:1's have started to attend and have said how impressed they are with his concentration and what he is capable of doing which has given them the ideas and skills to move some activities into school. It is always helpful to talk to other parents and feel supported by everyone in the room.*
- *I don't think we'd be at the stage we're currently at if he hadn't attended these sessions. Because he has been prepped a bit with sounds and numbers etc through attending sessions at Bingley, he is able to easily work alongside and fit in with his peers at school*

I feel confident to support my child's learning as a result of attending these sessions

4.74/5 ★★★★★

- *After practising a skill in the group we then practice the same thing at home. The materials we are given to take home really help with this. It's very helpful to be able to discuss development related issues as well as any other Down Syndrome related issues with the group leader and the other parents.*
- *Vital and much appreciated service. A lifeline when you find out your baby will have Down syndrome. Always welcoming, warm and knowledgeable. Reassured such a group exists and will be there for support, guidance and training from birth to adulthood. Without it would make navigating this unknown much more stressful and worrying.*
- *I think the social aspect of mixing with other children of a similar age/ability is very beneficial for my son. It's lovely for him to have a peer group he can interact with regularly. I find that he will eat things in snack time that he wouldn't previously have at home. Snack time and many of the activities also help him to develop turn taking skills.*
- *I feel these sessions are so crucial to my child's development and strongly believe that she would not be doing as well as she is had we not attended these for the last 2 years.*



FACEBOOK We have a secret Facebook Group: <https://www.facebook.com/groups/earlydevelopmentgroups/>

DOWN SYNDROME LEARNING SUPPORT PACKS

All children new to the groups are provided with learning support packs containing a Numicon kit, the first two See & Learn kits, our Signing book, Pathway to Education book, Pathway Through Health book and a magic bag.

Funded by the Alfred Sharp Bingley Educational Trust and Charles and Elsie Sykes Charitable Trust.



Funded by the National Lottery until March 2025

OUR YOUTH CLUB

WISH CLUB

Cost £700
per month.



Our youth club continues to run every Friday evening from 6pm with Charlotte Roscoe-Mitchell and Heather Bell. Over the year a number of volunteers have been involved and we would like to thank: Maxine and Nigel Sanderson, Sheena Shackleton, David and Heather Chattel, Juliet Brown, Helena Watford, Hafeez Abbas, Lauren Reilly, Ruby Franz, Rosie Stockhill, Julie Ramsden, Vania Rodriguez Tasso and Lisa Ord



Every week Charlotte and Heather plan an activity

During the year 23 young people have undertaken a vast range of activities. These have included developing self help skills when making omelettes and growing herbs; friendship skills - when playing circle games and interactive games; keeping safe skills through specific training sessions to work on public and private body parts and appropriate greetings. The club have also celebrated special occasions including the Kings coronation, bonfire night, Remembrance Day and Christmas.



GOING OUT CLUB

In April 2023 we re launched our Going Out Club with a wonderful trip out to see ABBA at Bingley Little Theatre. Twenty young people aged 11 upwards sang and danced the night away.

An opportunity to 'Go Out' will continue to be provided once per half term.



In October we all enjoyed pumpkin carving followed by a Halloween party.

Christmas party
The WisH Club had a wonderful Christmas party on 16th December 2022 at Chapter 2, Bingley with DJ and buffet. It was an amazing night out.



During February half term the clubbers went bowling to Hollywood Bowl.

All members have a personal emergency evacuation plan (PEEP) in place and a care plan in place should they require support with personal care. We are also working on personal targets for the young people across self care skills, friendship skills and appropriate social behaviours.

The setting is an ideal place to work on these skills as it is a safe and supportive environment.



The club is full of equipment: HiFi, pool table, Xbox, TV, DVD player, exercise bikes, karaoke, football table, chill out area with bean bags and comfy couches, air hockey table and large Connect 4. A tuck shop aims to help the young people develop time and money skills.

The club normally runs every Friday, 6 to 8pm for young people aged 11 to 13 years and 6 to 10pm for teenagers upwards.
 SUBS £2 per week to help the young people develop money skills.

FACEBOOK
 The WisH Club Facebook group:
<https://www.facebook.com/groups/wishclubyouth/>
 The group is secret and there are some amazing photos shared every Friday evening.

Funded by:

- Pears Youth Fund
- Ironmongers Foundation
- Hedley Foundation
- Bentley Small Grants

DANCE CLASSES

TWIRLY21s

During the last part of 2022 we had a thorough review of our dance classes and made several changes. The Teen21 group had, for some time, been running along with Twirly21s and it was felt that the age range was too wide for the youngest ones to benefit.



The class was reset to ages 5 to 11 only and grown from strength to strength. Nine children are now regular attenders. Lessons run every Saturday 2.30 to 3.30pm with Claire King at Footsteps Theatre School, Idle, BD10 8PY. Claire has a wealth of experience; she has been delivering dance sessions for us for over 15 years.

The weekly classes are a wonderful opportunity for parents to share experiences and chat over tea/coffee. It also gives the children an opportunity to meet regularly and build friendships.

DANCE21

During the Autumn term dance21 classes transitioned from Kirkgate Community Centre, Shipley, where they had been delivered on a Monday evening by Mati Torres since August 2021, to Footsteps Theatre School. Classes moved to a Thursday evening 6 to 7pm and are now delivered by Claire King and Kim Booth. Recently the troupe have bought new dance tee shirts funded by Warburtons and performed at Northern Ballet. Over the year 12 young people have been involved.



Funded by Morrisons Foundation until May 2023 and The Barbara Ward Children's Foundation April 2026.

SATURDAY FAMILY SESSION

Throughout the year we have continued to meet on the second Saturday of the month at Bingley Methodist Church, Herbert Street, with the exception of January and March 2023 due to the weather.

Our sessions have included a visit from Into the Wild, July 2022; our summer party - August 2022; a visit from Shabang! - November 2022; a sensory session; a visit from Wendy Scaife our occupational therapist and parties at Easter and Christmas. The morning provides:

- floor activities - including a baby play area, Lego, dressing up,
- table top activities - including play dough, sand, inset boards, arts & crafts
- large play equipment - including soft play slide, basket ball, space hoppers & table football.

During the morning we also provide several circle and singing sessions including magic bag, parachute and fantastic elastic!



Transport is provided for families who would otherwise be unable to attend. This averages two families per month.





Family fun during July 2022

The animals came to visit us during our July family Saturday session and the baby tortoise was a favourite.



Our sensory day



Our summer party in August 2022



SUPPORT FOR SIBLINGS - SIBZ ZONE

Our Sibz Zone is for brothers and sisters aged 6+. The group now runs monthly face to face at our youth club upstairs at the centre.

It is timed to coincide with our monthly family Saturday session at Bingley Methodist Church and is delivered voluntarily by older siblings, Elanor, Ellie, Ruby and Isaac.

The siblings take part in games and crafts and each month an activity is planned to help everyone share experiences, feelings and concerns.

We feel it is a great success, providing an opportunity for siblings to build friendships and talk openly in a relaxed and supportive environment.



Sibz Zone

SUPPORT FOR DADS



DAD'S GROUP

During the year we launched a dad's group. Following several successful nights out the group is currently on hold.

Our aim next year is to better establish this group and offer a range of evenings that appeal to our dads.

'Knowing you aren't alone and there are good people for a chat when you need is very important when raising a little one with Down syndrome and we know that dads can sometimes miss out on such support.'

SUMMER TRIP 2022

On Tuesday 2nd August we went to Lotherton Hall. Nine families enjoyed the bird sanctuary, wildlife world, children's play area, woodland gardens, large open grass areas and café. The weather wasn't brilliant but there was lots to explore and do!



CIRCUS STARR, PEEL PARK, BRADFORD

In September 100 tickets/approximately 20 families enjoyed the circus at Peel Park. The tickets were donated for free by Circus Starr.



AIMS FOR 2022/23

- ◆ Raise £70 000 so that we are secure for 2023/24
- ◆ Improve the promotion and training for ALL across the Yorkshire region
- ◆ Find two more local work placements for our 'I Can Work' project
- ◆ Establish our Independent living project
- ◆ Better establish a support group for dads
- ◆ Organise a large fundraising event for 13th July 2024
- ◆ Plan and deliver a 'therapy' training day for parents and professionals

• Vital and much appreciated service. A lifeline when you find out your baby will have Down syndrome. Always welcoming, warm and knowledgeable. Reassured such a group exists and will be there for support, guidance and training from birth to adulthood. Without it would make navigating this unknow much more stressful and worrying.

ACCOUNTS 1st JUNE 2022 TO 31st MAY 2023

Down Syndrome Training and Support Service Limited **Statement of Financial Activities** **(including summary income and expenditure account)** **for the year ended 31 May 2023**

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Donations, fundraising and legacies	(2)	32,162	4,000	36,162	33,893
Grants		1,275	80,701	81,976	108,552
Sales and fees		14,423	-	14,423	16,132
Gift Aid		2,258	-	2,258	1,092
Memberships		3,913	-	3,913	1,163
Other income		1,475	-	1,475	1,741
Bank interest		796	-	796	1,282
Total income		56,302	84,701	141,003	163,855
Expenditure on:					
Salaries, NIC and pension	(3)	43,331	59,387	102,718	100,862
Payroll charges		1,344	-	1,344	764
Staff travel and subsistence		-	762	762	795
Training and conference costs		1,683	374	2,057	2,887
Volunteer expenses		22	44	66	37
Rent and rates		2,338	3,750	6,088	6,306
Utilities		78	2,496	2,574	2,375
Other premises costs		532	2,203	2,735	1,182
Office running costs		595	780	1,375	2,432
Printing and stationery		1,620	27	1,647	1,970
Postage and delivery		113	1,913	2,026	2,176
Internet and phone		466	1,623	2,089	1,102
Subscriptions and licences		284	263	547	1,915
Materials and resources		152	2,526	2,678	4,107
Events and activities		2,280	19,581	21,861	24,843
Insurance		523	487	1,010	1,946
Professional fees		-	13	13	13
Independent examination		101	1,291	1,392	1,020
DBS checks		-	382	382	364
Other expenses		153	-	153	84
Total expenditure		55,615	97,902	153,517	157,180
Net income / (expenditure)		687	(13,201)	(12,514)	6,675
Fund balances brought forward		80,852	72,245	153,097	146,422
Fund balances carried forward	(4)	81,539	59,044	140,583	153,097

All incoming resources and resources expended derive from continuing activities.

MINUTES AGM OCTOBER 2022	
Agenda item	
1	<p>Welcome, thanks and due notice.</p> <p>The Chair welcomed and thanked everybody for attending, thanks were extended to Bingley Methodist Church as our venue for this meeting. He confirmed due notice had been given and the meeting was opened.</p>
2	<p>Attendance and Apologies</p> <p>Attendance register was circulated. Apologies were received from Wendy Rhodes.</p>
3	<p>Declarations of Interest</p> <p>No Declarations were made</p>
Business & Governance	
4	<p>Minutes of AGM 16 October 2021</p> <p>The minutes had already been circulated, hard copies were available at this meeting, invitation was made for comment. The Chair asked if the minutes were accepted.</p> <p>Recommendation: <u>The Minutes of the 16 October 2021 be accepted.</u></p> <p>Decision: <u>The minutes of the 16 October 2021 were accepted.</u></p>
5	<p>Accounts & Trustee Report</p> <p>The Chair handed over to Dr. Wendy Uttley – Service Manager to present the Accounts and Annual Report.</p> <p>The accounts and annual report were previously shared, and presented via Power-Point and available at this meeting in hard copy. Key points to note:</p> <p>Our accounts were completed by West Yorkshire Community Accounting Services, have been previously circulated and made available at this meeting.</p> <p>The total funding income for the year was £164k The total expenditure for the year was £157k</p> <p>This is the second consecutive year where outgoing have been less than incoming. This is due to the increase in fund raising through grants, service delivery and of course individual fundraising efforts. A big thanks to supporters of the service who have collectively managed to fund raise to the tune of £55,000.</p> <p>The National Lottery continues to provide most of the funding, this funding is secured until 2025 and covers: salaries, administration of the sessions, the upkeep of the premises, transport for families who would otherwise be unable to attend, occupational therapy.</p> <p>Targets for the calendar year 2021 was to raise £70 000. We managed to raise an incredible £86 813.54, 20% more than anticipated.</p> <p>Other fundraising included nominations, sponsored events, various sales and special events all of which raised a grand total of £20,815. Heartfelt thanks were shared for the continued and relentless dedication of these people.</p> <p>Reserves Policy: The free reserves excluding fixed assets at the year-end were £80,852. Including £13,055. Designated funds. There are no financial concerns within the next year and Trustees have taken professional advice on and continue to review the reserves policy on an annual basis.</p>

5	<p>Core services: Training, speech & language and early intervention are steadily returning to pre-covid levels, receiving positive feedback.</p> <p>Use of technology: has increased due to covid but is also now presenting further opportunity in reaching people to make contact, to share information and even training and consultation and also make payment. We are now delivering more online sessions, we are using online system for receiving payments, and we are using Q-codes to sell raffle tickets, share electronic copies of our monthly newsletter which is now reaching 68% of our monthly readers. Not forgetting our use of social media with our website, "Public Facebook" page, "Tweets", "Instagram", "Click as you Give", "Smile Amazon", and our "eBay shop".</p> <p><u>Recommendation:</u> The Accounts for the year ending May 2022 be accepted.</p> <p><u>Decision:</u> The Accounts for year ending May 2022 were accepted.</p>
6	<p>Annual Report</p> <p>The Annual Report was shared previously, presented via PowerPoint and available in hard copy at this meeting shared across 45 pages are the successes and challenges of our last year and includes details of our funding position and funding sources ranging external partners to internal members, volunteers and friends, who without them we would not be here today. A list of funding and partners is attached. Details of our policies, our fantastic team of paid and volunteering staff, training programme delivered, important detail and feedback following evaluations can also be found within the report. Highlighted points include:</p> <p><u>I Can Work project</u> This project is proving a great success and is now well established and has to date supported four young adults into employment.</p> <p><u>Partnership working</u> We continue to work with Leeds School of Medicine and Huddersfield University in supporting student placements.</p> <p><u>Reaching out to Statutory Services</u> Skills 4 Bradford Website – we now have our own web page, detailing our training and resource offer, this site is used by Bradford Council to promote training across schools and early years. SEND Strategy Groups – Dr Wendy Uttley sits on the Special Education Needs & Disability Strategy Group and Co-production Group. Leeds School of Medicine via Zoom – Raising the profile and awareness through presentation and Q&As of Down Syndrome to student doctors Student Placements Huddersfield University SLT students – Providing and supporting students on their first year two years of Speech and Language courses.</p> <p><u>In house Publications and Resources Library</u> This last year has seen the completion of all 187 orders generating £4444.05. In total we sold: 54 sets of RLI reading books, 14 teaching basic number skills books 15 signing books 25 memory sticks of resources 6 Education Pathway books 2 SRE signing books 79 digital downloads Our monthly newsletter provides details of events, services and developments across the field of Down Syndrome, and includes relevant information from partner services. 32% of families preferring hard copies this incurs a monthly cost of £110. Down Syndrome Learning Support Pack and New Baby Packs. 19 packs have been distributed to St. Luke's Hospital, Airedale General Hospital and Huddersfield. 12 Down Syndrome Learning Support packs have been developed and circulated.</p>

6	<p><u>The WiSH Club</u> Continues to provide a social space for young people to meet and take part in a wide variety of hobbies, and activities as well as meeting and catching up with friends.</p> <p><u>Dance</u> The Dance sessions continue although attendance levels are low, this is an important and valuable session and so it felt timely to undertake a review, the scope of the review will be determined following the evaluation of several taster sessions.</p> <p><u>Support for Siblings – SIBZ Zone</u> Our Sibz Zone for brothers and sisters aged 6+. Has been steadily grown and now runs monthly face to face at our youth club upstairs at the centre. It is timed to coincide with our monthly family Saturday session at Bingley Methodist Church. Thank you to older siblings, Elanor, Ruby and Isaac</p> <p>The Chair asked that thanks be extended to the team of paid and volunteers for their part in the success of the service.</p> <p>Full details can be in the 2022 Annual Report.</p> <p><u>Recommendation:</u> The Annual Report for year ending 31 May 2022 be accepted.</p> <p><u>Decision:</u> The Annual Report for year ending 31 May 2022 were accepted.</p>
7	<p>Forward Plan 2023</p> <p>Our forward plan is both challenging and exciting :</p> <p>Raise £70k to secure 2023 Provide training for health workers in particular midwives and health visitors by developing bitesize training modules. Deliver several" bitesize" information sessions on a range of speech & language related to topics during March 2023 Hold an open day to celebrate in March 2023 Re-launch Speech & Language Network North (SLNN) Find two more local work placements for our "I Can Work" project Establish a support group for dads.</p>
8	<p>Directors / Election / Re-election of Directors</p> <p>Directors Frazana Kauser Julie Wood Jenn Casper-Smith Mel Ratcliffe Lauren Drake Election Noreen Metcalf Re elected Robert Kennedy – to be re elected Heather Chattel</p>
9	<p>AOB Gerry Hugheshared that she is due to undertake a sponsored walk across next year</p>
	<p>Date and Time of next meeting October 2023</p>
10	<p>Thanks & Close The meeting closed at 11:30</p>

ANNUAL GENERAL MEETING OCTOBER 2023

AT

BINGLEY METHODIST CHURCH, 10.30AM

You are warmly invited to our Annual General Meeting on Saturday 14th October, 10.30am at Bingley Methodist Church, where we will be celebrating our achievements of our last financial year.

AGENDA

1. Present and apologies.
2. Accept minutes from our last AGM
3. Presentation of reports: Accounts Annual return/progress report
4. Plans for 2023/24
5. Election of Directors:

Jenn Casper-Smith and Mel Ratcliffe to stand down on rotation/be re elected if so wish

6. AOB

7. End of AGM & refreshments