Minutes of the 15th Annual General Meeting
Sunday 30th October 2016
Harvey Hadden Sports Village, Wigman Road, Nottingham, NG8 4PB
Commencing at 4.00pm

1. Introduction:
   a. The Chairman welcomed members to the 15th AGM.
   c. **Apologies:** Aideen Blackborough, Ilana Freestone, Fran Williamson, Paul Bowman, Pete Edwards, Gordon Agar, Edward Barry, Jamie Blair, James Brown, Cherie d'Silva, Judy Emmett, Kathleen Crook, Barry Brough, Melanie Arazu, Ray Ashley, Emma Boggis, Bob Feeney, Penny Briscoe, Helen Doherty, Graham Ballard, Chris Ratcliffe.
   d. **Guests:** 5 Guests were registered in attendance.
   e. **Proxy votes:** were registered for Graham Ballard and Chris Ratcliffe.

2. Minutes of the 14th Annual General Meeting – Wednesday 9th December 2015. 10.30am at Nottingham Conference Centre; Burton St, Nottingham NG1 4BU
   a. The Chairman sought approval for the accuracy of the 2015 AGM minutes. These were proposed by Ann Bell and seconded by Paul Goodman and the minutes were duly approved.
   b. Matters Arising
      i. Ali Talbot, the CEO briefed on the ongoing developments that had taken place with the membership scheme during 2016 with the development of the new affiliate membership. This had enabled the membership numbers of grow significantly. Future developments also include the introduction of a Life Membership to replace the Honorary Membership and new membership categories for families and corporate organisations. These will be rolled out in the coming months.
3. **Election of Honorary Officers.**
   a. The nomination for the role of Treasurer was received for Paul Bowman. This was proposed by Richard Oliver and seconded by Gavin White.
   b. The role of Company Secretary received a nomination for Aideen Blackborough. This was proposed by Richard Oliver and seconded by Gavin White.

4. **Election of Honorary Officers / Directors:**
   a. The Articles of Association require the standing down of trustees in rotation and the two trustees that had stood down and sought re-election for 2016 were Richard Oliver and Fran Williamson. The re-election of these directors was proposed by Gavin White and seconded by Paul Goodman and the motion was duly approved.

5. **Chairman’s Report for 2015:**
   a. Paul Goodman, chairman of Cerebral Palsy Sport delivered his Chairman’s report:

   “As a long-standing supporter of CP Sport I’m delighted to be delivering my first chairman’s report. I became a trustee in March 2015 and took on the role of chairman in January 2016 during an exciting time for the charity, as we strive to build on the opportunities created by our hosting of the CPISRA World Games in 2015.

   While taking on this event brought its own challenges for us, it also opened up a wealth of opportunities both to consolidate our position as a key player on the national and international stage and to raise awareness of disability sport across the UK.

   Our focus remains on sport at a ‘grassroots’ level and we have developed new adaptive sports to widen the range of options for participation, including RaceRunning, frame football and touch golf.

   Looking behind the scenes, we are working to bring about a new era of professionalism and commercialisation within the organisation, and our new board of trustees brings an excellent range of skills and extensive experience. We have also appointed both new accountants and new auditors to support a fully functioning governance structure.

   As trustees we are accountable not only to our members but also to those individuals and organisations that choose to help fund us. We need to be able to demonstrate commitment, value for money and how we make a difference, and I believe we are now in a strong position and able to do just that.
Disability sport is entering a new golden era and we want to play our part to the fullest. Our mission is to improve quality of life for people with cerebral palsy and other physical disabilities through sport, physical activity and active recreation.

Some of our key aims for the future are to build partnerships with organisations that have a similar mission, reduce barriers and isolation and maximise participation.

We’re also working to increase our membership to include and engage with many more groups in addition to the athletes who already enjoy our activities and their families.

By inspiring people of all ages and abilities to take part in sport we hope to raise their aspirations, and we’re mirroring that with our own ambitions and plans for the charity.

Finally on behalf of the trustees I would like to thank our Chief Executive, Ali Talbot, all our colleagues within CP Sport, our Ambassadors, our supporters and our volunteers for their dedication and commitment to the young people we support and the wider community – this important work would not be possible without you.”

   a. Margot Madin; Partner for UHY Hacker Young presented the Auditor’s Statement on the 2015 audited accounts.

   “CEREBRAL PALSY SPORT – AGM 30 OCTOBER 2016

   I would like to congratulate Ali Talbot and Paul Goodman on a superbly detailed Annual Report, which gives a great picture of the charity and its activities in 2015 and its plans for the future. We were delighted to be appointed as the new auditors in June 2016, and I would like to thank Ali and her staff, Paul Goodman on behalf of the Trustee Board, and Ashgates Accountants, who took over the internal accounting and reporting in 2016, for their assistance during our audit.

   2015 was a turbulent and challenging year for CP Sport, and the accounts show that. The Balance Sheet is dominated by a significant increase in creditors, which includes

   • accrued accommodation costs for the World Games and amounts owed to other suppliers
   • Income received in 2015 which relates to work and projects carried out in 2016 and therefore deferred into that year

   Key assets on the Balance Sheet are the development of the new website, which should yield significant benefits, and the reclassification of stocks which were previously held in debtors.

   Total funds carried forward have fallen to £37k, mainly due to the deficit suffered by the charity on the World Games, which has also affected core funds. The deficit of nearly £169k

   Unit 5, Heathcoat Building, Nottingham Science & Technology Park, University Boulevard, Nottingham, NG7 2QL.
   Telephone: 0115 925 7027. Email: info@cpsport.org
   Find out more about the work of CP Sport at www.cpsport.org
   A Limited Company registered in England and Wales, no 04181593. Registered office as shown. Registered Charity No: 1088600
(plus further costs expended in 2016 and not included here) will have to be met by future surpluses or by recovering costs from the international body (CPISRA). There is some VAT to account for, which means that the total loss is closer to £200k.

2016 is a year of change, as there is a new Board of Trustees in place, bringing a wide range of relevant skills and experience to the table, strengthening the governance of the charity and building on the suite of financial and non-financial controls, policies and procedures which Ali Talbot started to put into place in 2015. The Trustees have a good knowledge of the charity and its activities.

The published report on the collapse of the charity Keeping Kids Company has put all trustees, auditors and accountants, funders and grant providers and the Charity Commission on notice, and alerted them to be vigilant. The accounts of all charities will come under greater scrutiny, and need to be transparent and honest, highlighting genuinely positive outcomes that can be backed up by the figures. Ali and Paul are keen to publish accounts that will bear that scrutiny.

When we reviewed the policies and systems of CP Sport, we were pleased to see that all areas have been addressed (as highlighted throughout this annual report) including:

- Fundraising
- Safeguarding
- Risk management and business continuity
- Financial procedures and controls
- HR
- Strategic planning and development

There is a Finance Fundraising and Marketing Sub-Committee meeting every two months which is monitoring all of these areas, and the Board is working to ensure that CP Sport has financial stability, growth and development in 2016 and 2017”.

Margot Madin.

7. **Motion to appoint UHY Hacker Young as auditors for CP Sport for the 2016 Accounts audit.**
   a. The motion to appoint UHY Hacker Young as auditors was proposed by Richard Oliver and seconded by Gavin White and the motion was approved.

8. **Any other Business**
   a. No any other business was noted.

9. The AGM closed at 4.21pm

10. **2016 Cerebral Palsy Sport Awards Presentations**

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To mark the 15th Anniversary of the inception of the charity, Cerebral Palsy Sport were delighted to host an awards ceremony as part of its Annual General meeting. The award recipients are detailed below:

<table>
<thead>
<tr>
<th>Award Recipients</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Award</td>
</tr>
<tr>
<td>Ned Tranmer</td>
<td>Football Young Achiever of the Year Award</td>
</tr>
<tr>
<td>Clare Hands</td>
<td>Athletics Young Achiever of the Year.</td>
</tr>
<tr>
<td>Ella Greatorex</td>
<td>Swimming Young Achiever of the Year.</td>
</tr>
<tr>
<td>Dave Winter</td>
<td>Table Cricket Contribution to Sport Award</td>
</tr>
<tr>
<td>Ian Clegg</td>
<td>Fundraising Volunteer of the Year</td>
</tr>
<tr>
<td>Stella Lockwood</td>
<td>Sports Volunteer of the Year</td>
</tr>
<tr>
<td>Richard Mee</td>
<td>Sport Volunteer of the Year</td>
</tr>
<tr>
<td>Quest 88</td>
<td>Partner of the Year</td>
</tr>
<tr>
<td>Joe Yates</td>
<td>Young Fundraiser of the Year</td>
</tr>
<tr>
<td>Andrea Burnand</td>
<td>Fundraiser of the Year</td>
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<tr>
<td>Doug Williamson</td>
<td>Lifetime Achievement Award</td>
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Congratulations to all the award recipients and we look forward to the 2017 Awards.