

General Meeting and Annual General Meeting Minutes

Saturday 6th October 2018

Harvey Hadden Sports Village, Wigman Road, Nottingham, NG8 4PB

Commencing at 3.30pm

1. General Meeting Introduction:

- a. The Chair welcomed everyone to this General Meeting which was being held in advance of the 2018 Annual General Meeting and the Chair noted it was a particularly significant day as it was also World Cerebral Palsy Day.
- b. Attendance was recorded as:
 - i. Trustees: Aideen Blackborough, Safia iman, Peter Savage, Paul Marriner.
 - ii. Members (m) and guests: Taylor Sims, Anissa Chung, Paul Chung, Catriona Chung (m), Cheryl Pinder, Hollie Pinder (m), Mary Butler, Ben Rees (m), Caroline Neuff, Ralf Neuff, Paul Rudkin, Paula Hall, Thomas Stamp (m), Sarah Stamp, Simon Stamp, Alan Day, Reese Day (m), Lisa and Robert Markham, Toby Markham (m), Vicky and Michael Taylor, Leon Taylor (m), Richard Tattersall, (Auditor), Jill Stidever MBE (m), Mick Stidever, Jane Stidever (m), Matt Walker MBE (m), Graeme Ballard (m), Emily Stewart (m), Peter and Vanessa Moss (guests), Jess Lynn, Ellie Simpson (m), Andrew Talbot – (member proxy for A Talbot), Thomas Talbot (jnr m), C Manner, Joe Manner, Mrs Stubbs, Miss Stubbs, Tony Williams, Robin Osburn, Clair Osburn, Cameron Osburn (m), Sarah Benson, Wendy Coles, Chantelle Mulvanny, Steve McRobie, Amanda McRobie, Chris Smith, Mark Cornel, Sarah Cornel, Dean Bugler, Simon Keaney.
 - iii. Staff team: Ali Talbot, Sandy Drummond, Lisa Morton-Smith, Richard Kerr, Ann Bell, Jen Basford.
- c. Apologies were received from: Stephen Miller MBE, Bob Fisher, Paul Bowman.

2. General Meeting was convened to consider a special resolution and motion to adopt Cerebral Palsy Sport's New Articles of Association

- a. The CEO explained the reason why the Board had reviewed all element of the 2013 Articles and the revised draft Articles were drawn up. The new Articles of Association enable the charity to be fit for purpose of the coming years in compliance with Companies House and Charities Commission requirements. The new Articles if approved would enable the organisation to meet the new Governance Code of Sport requirements in Terms of Board diversity and respond to the needs of our developing membership scheme
- b. The CEO also explained the key changes within the new Articles and these are detailed below:
 - i. Charity objects (Part 2.3) aligned to the charities strategic objectives

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- ii. Board size reduced to 10 in line with best practise guidance from the Code and no less than 3.
 - iii. Defining the role of the Chair more clearly in terms of Board leadership.
 - iv. Independent Board member level strengthened to 20%.
 - v. Proportion of Board representation of disabled people increased to 10%
 - vi. Proportion of gender balance on the Board increased – 30%
 - vii. Board member length of service changed to three year periods of service before standing down and can seek re-election. Cannot serve more than four years without seeking re-election.
 - viii. Quorum status for Members meetings has been reduced.
 - ix. New voting rights of honorary members and honorary life members.
 - x. Voting rights to reflect new charity membership categories – families, professional members, organisational members, Sporting Ambassador members.
 - xi. Removing gender reference of Chairman and replacing it with Chair.
- c. The Chair asked for all members to vote on the motion to approve the new Articles of Association and 15 votes were recorded as voted in favour.
3. The Chair then closed the General Meeting and thanked everyone for their votes.

4. Annual General Meeting Introduction

- a. The chair welcomed members and guests to the AGM.
- b. The Attendance was recorded as detailed above in the General Meeting.
- c. Apologies received from Bob Fisher, Stephen Miller MBE and Paul Bowman.

5. Minutes of the 16th Annual General Meeting held on Sunday 8th October 2017. 4.00pm at Harvey Hadden Sports Village, Wigman Road, Nottingham, NG8 4PB

- a. The minutes of the 2017 AGM was reviewed for accuracy and were approved by 8 votes.
- b. Matters Arising – no matters arising were raised.

6. Chair's Report 2017

- a. The Chair delivered her report for 2017. This is detailed below:

“This is the second time I’ve had the pleasure of welcoming you to CP Sport’s AGM and I am particularly proud to be doing so on World CP Day – it seems apt that we should be showcasing and celebrating our achievements and those of our members on such a significant day. I continue to be incredibly proud of the work that we do in enabling people with CP to reach their sporting potential. Having been a trustee since Jan 2016 and chair since July 2017 and as someone with CP, I’m both honoured and humbled to be leading such a vibrant and forward thinking charity which remains dedicated to opening up as many opportunities as possible for our beneficiaries who are always at the heart of everything we do.

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Since publication of our trustee report, we have led Team England out to Spain for the World Games and I cannot overstate the success of the games. Coming top of the medal table was an amazing achievement which exceeded everyone's high expectations. I would like to congratulate every single person and the team for organising. You sent my twitter into overdrive that week! Last October, we also received the very exciting news that RaceRunning was to become a World Para Athletics Event. As a charity, we have worked relentlessly to raise the profile of RaceRunning and we are extremely excited about the amazing opportunities that this will open up for our athletes.

The Board of Trustees continues to provide a wealth of experience and knowledge which is helping to shape and develop the charity. The new Articles – which have hopefully just been approved! - will continue to develop our governance processes and we are building our Board membership in order to ensure that we have a broad range of experience to draw on. As someone with Cerebral Palsy, I am keen that as many members of the board as possible have a personal link to our cause and we view this as a key strength of our Board.

We continue to develop and nurture our partnerships with National Governing Bodies, County Sports Partnerships and other National Disability Sports Organisations, as well as other third sector organisations. We firmly believe that working closely together is critical to us being able to deliver the broadest range of opportunities to our beneficiaries.

Cerebral Palsy Sport has a thriving social media presence and I am very proud of how many people with cerebral palsy have shared their "My Story" with us and the rest of the world. I am hearing compliments about our growing website too. We are providing more sporting opportunities than ever, from our Start taster sessions and grassroots programmes, right through to opportunities at the international level. Our cerebral palsy awareness training is extremely popular and we continue to strive to let as many people as possible know that we are here, aiming to improve quality of life, raising aspirations and promoting inclusion in sport.

I would like to take this opportunity to sincerely thank my fellow trustees for their dedication and commitment to the Board. I am extremely grateful to you for supporting me as Chair and the team spirit which we have developed.

On behalf of the Board of Cerebral Palsy Sport, I would like to send our sincerest condolences to the family of trustee Paul Schorb who sadly passed away on 9th June 2018. Paul was a much loved member of the Cerebral Palsy Sport Family who made a valuable contribution to the Charity which will never be forgotten. I'd also like to thank our CEO Ali Talbot and all our brilliant team on all their hard work which helps

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so many and ensures our continued success. Finally, my sincere thanks to each of our many funders, volunteers and supporters who enable us to do what we do. Thank you!”

7. To consider the CP Sport Annual Reports and Financial Statements: Year Ending 31st December 2017.

- a. UHY Hacker Young Auditors Report – the report was delivered by lead Auditor Mr Richard Tattersall from UHY Hacker Young.
- b. AUDITORS’ REPORT

“Thank you for inviting UHY to be here this afternoon, I’m delighted to be here on World Cerebral Palsy Day. I am very pleased to report that our third annual audit of the accounts of Cerebral Palsy Sport went very well, and our report on the financial statements for the year ended 31 December 2017 was a clean report. As last year, the accounts and Trustees’ report are clear and informative, and they are available to download from the Charity Commission and Companies House as well as the CP Sport website.

We had a very useful discussion in July with Ali as Chief Executive and two of the trustees, Aideen Blackborough and Paul Marriner, before finalising the accounts and the audit. We are pleased that the change of bookkeeping and management accounts support has been successful, and we have no concerns about the financial controls in the company.

We noted that both income and expenditure fell in 2017, but that the charity has controlled costs tightly, and produced a small surplus of £3k which has kept the balance sheet in a healthy position, and enabled the charity to continue delivering its extensive programme and support across a wide range of sports. CP Sport was able to go into 2018 ready for the World Games, in which Team CP England had such excellent results.

We would like to thank Ali and her team, and PeopleShare, for their assistance during the audit. We also thank the Board of Trustees for their close scrutiny of the figures during the year. Together with Ali they have continued to build on the funding position in the previous year, so that the charity is in a positive place in 2018.

We look forward to continuing to work with Cerebral Palsy Sport in 2019.”

Richard Tattersall/Margot Madin

Senior Audit Manager/Audit Partner at UHY Hacker Young

The Annual Report and Accounts were approved by 13 votes.

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8. **Motion to appoint UHY Hacker Young as External examiners of accounts for CP Sport for the 2018 Accounts audit.**
 - a. The membership were asked to consider the motion that the Directors appoint UHY Hacker Young as examiner of the accounts for 2018. This was approved by 14 votes.
9. **Any other Business**
 - a. No other business was raised
10. The Chair closed the meeting at 15.48 and invited members and guests to stay for the Cerebral Palsy Sports Awards that would commence at 16.00 hours.

Cerebral Palsy Sport Awards 2018

- **2018 CPISRA World Games Volunteering Commitment Awards**
 - Presented by: Paul Marriner
 - **This award is being presented in recognition of the incredible contribution made by our World Games Volunteers who supported Team CP England and made an exceptional contribution to supporting all the team. Thank you**
 - **Winners:** Elaine Morris, Liz Moulam, Ian Clegg, Ian Morris, Jon Moulam and Simon Smith.
 - Sadly Liz, Jon and Simon cannot be with us tonight.
- **2018 CPISRA World Games Team Commitment Awards**
 - Presented by: Peter Savage
 - **These awards are being presented in recognition of our two brilliant sport team managers and an awesome Chef de Mission who steered Team CP England to topping the medal table in Spain.**
 - **Winners:** Richard Kerr, Jen Basford and Lisa Morton-Smith
- **Fundraiser of the Year**
 - Presented by: Safia Iman
 - **This award recognises the support, efforts and sheer determination to raise funds for us in unique and often life changing ways. Both finalists ran the Virgin London Marathon for us in 2018 and raised a significant amount of money for us.**
 - Finalists: Sarah Harger and Dean Bugler
 - **Winner:** On World CP Day we are delighted to announce Dean Bugler as our 2018 Fundraiser of the Year.

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- **Young Fundraiser of the Year**
 - Presented by: Peter Savage
 - **This award recognises the many young fundraisers that take on challenges and special events to raise fund for us. Our winner tonight is no exception and at the age of raised over £1,000 during our Get Set Raise campaign. He has cerebral palsy himself and wanted to inspire others to take up sport.**
 - Finalists: Zach Nichol
 - **Winner:** Zach Nichol
 - Unfortunately Zach cannot be with us tonight as he has family visiting from Australia. We will ensure he gets his award quickly.
- **Cerebral Palsy Sport Fundraising Supporter of the Year**
 - Presented by Paul Marriner
 - **This award is in recognition of the incredible supports who fundraise for our charity and enable us to make the difference we do. The recipient of this award has supported the charity with charity golf days and also coming to swimming events to witness the difference his fundraising makes. It is an honour to award the Fundraising support of the Year to Kevin O'Connor**
 - Winner: Kevin O'Connor
 - Unfortunately Kevin can't be with us tonight as he is playing golf in Portugal but we will be awarding this to him at our Worcester Swimming Gala later this month
- **Cerebral Palsy Sport CEO Recognition Award**
 - Presented by: Ali Talbot
 - **This award is in recognition of an individuals who has made a stand out contribution to supporting the charity in our work. This year's winner has volunteered his time and tirelessly supported us at many events with his incredible photography and then gifting all the photos to us to help us promote the work we do. It is with great pleasure that I invite Nick Lomath to receive this award.**
 - Winner: Nick Lomath
- **Partner of the Year**
 - Presented by: Aideen Blackborough
 - **The Partner of the Year award was first included in 2017 to highlight the great partnerships that CP Sport has with key organisations. This year's finalists are two National Governing Bodies of Sport who have worked closely with CP Sport to ensure that there are high quality opportunities for people with Cerebral Palsy to access sport and activity at a local level and developing a pathway that**

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is there for those that want to compete at their highest level. Partner of the Year is awarded to those partners that support CP Sport in having people with CP and their families at the heart of what they do.

- Finalists: British Gymnastics and British Athletics
- **Winner: British Athletics**

- **Swimmer of the Year**
 - Presented by: Matt Walker MBE
 - **The Swimmer of the Year award recognises a swimmer who has shown dedication, commitment and made significant improvements and achievements over the last year. It is with great pleasure that this year's award is presented to a swimmer who excelled and won multiple medals at the World Games following re-classification. The award goes to**
 - Winner: Samm Lewis

- **The Andrew Stubbs Trophy**
 - Presented by: Mrs Stubbs and daughter
 - **The Andrew Stubbs Trophy recognises a swimmer who over the last 12 months has shown dedication and perseverance enabling them to be the best swimmer that they can be. The Trophy is in remembrance of a very special young man - Andrew Stubbs and we are humbled that his family continue to support CP Sport and the presentation of the Trophy tonight.**
 - Winner: Catriona Chung

- **The Colin Rains Trophy for Endeavour**
 - Presented by: Paul Marriner
 - **The Colin Rains Trophy is presented to an athlete who has continually strived to be their best, have shown endeavour, commitment and dedication throughout the 2018 athletics series. Both our finalists- Emily and Thomas have shown all these qualities throughout 2018 and it gives us great pleasure to announce that Thomas Stamp is awarded the Colin Rains Trophy for 2018.**
 - Finalists: Emily Stewart and Thomas Stamp
 - Winner: Thomas Stamp

- **Sports Volunteer of the Year**
 - Presented by: Sam Ruddock
 - **The Sports Volunteer Award is judged on the commitment a volunteer shows to their role, one that goes the extra mile and excels in their volunteering. Our finalists truly have demonstrated all of those attributes over 2018.**
 - Finalists: Mary Butler, Elaine Morris, Nick Lomath

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- Winner: Mary Butler
 - **Mary devotes all her spare time to disability swimming, it is her lifelong passion. She organises her own inclusive swimming event, to include all disabled swimmers as well as volunteering at all CP Sport galas over the last 5 years. Mary always goes above and beyond what is expected of her, as a gala organiser she always asks coaches and parents about each swimmer before they compete. Any swimmer new to galas she finds someone who is experienced to look after them. She even organised her holiday this year to be in Spain during the World Games so she can watch swimmers who she had nurtured swim in an International event.**

- **Coach of the Year**
 - Presented by: Martin Sinclair
 - **The Coach of the Year award recognises the outstanding commitment to developing and mentoring the young people in their care and demonstrates a passion to improving the lives of people with cerebral palsy through sport.**
 - Finalists: Martin Cook, Janet Warrington, Steve McRobie
 - Winner: Steve McRobie
 - **Steve is Manager of Bingham Outlaws (Bingham Town Youth FC, Nottinghamshire). He has worked tirelessly and thanklessly for almost 15 years in developing an environment where young people with disabilities (specifically Cerebral Palsy) can train and play competitive football together. The environment that Steve has created with the Bingham Outlaws is one which the players very rarely leave, players have been with the club for over 10 years and Steve is a big reason for that.**
 - **Steve has been instrumental in growing the size of the club over the last 12 months. We now have more players than ever, ranging from 8-22 years old. Steve puts many hours and days of his own free time into the team. He has always shown the highest level of dedication to helping the players improve and develop not only as footballers, but as people.**

- **Official of the Year**
 - Presented by: Leon Taylor
 - **The Official of the Year award recognises the vitally important role officials play in supporting events and the commitment they bring to volunteering in sport with professionalism, care and inclusion.**
 - Finalists: Paul Rutter, Wendy Cole, Tony Williams
 - Winner: Tony Williams

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- **Tony has been an official at CP Sport athletics events and within athletics for over 40 years. As a starter Tony not only makes sure that each race gets off to the right start, he takes time to talk to the athletes and provides advice and guidance to those that are new and may be unsure. There is many a nervous athlete who has stood on that start line and been reassured by Tony's empathy and care. On the odd occasion that Tony has been unavailable for CP Sport events he does all he can to make sure that there is a Starter in place. Over the years he has developed some incredible knowledge, something that those around him benefit from a great deal.**

- **Sports Club of the Year**
 - Presented by: Matt Walker
 - **The Sports Club of the Year award recognises clubs that have a commitment of inclusion, opportunities for all and seeking to lead the way in coach, player and volunteer development.**
 - Finalists: London Disability Swimming Club, Gateshead Harriers, North East and Yorkshire Disability FC
 - Winner: North East and Yorkshire Disability FC
 - **North East & Yorkshire Disability Football Club has 1 adult CP team who are national champions and a great junior section. All coaches are highly qualified and engage all the players with their enthusiasm, knowledge and passion. The club strongly believes in making football accessible for all, particularly for those with CP and through its work in the National League is helping to create a pathways into the England CP senior team. The adult CP Team won The FA Disability Cup at St George's Park and since then players have been called up for the England squad and junior development squads. The club are extremely welcoming, they develop footballers whilst having fun, allowing players to make new friends.**

- **Sports Achiever of the Year**
 - Presented by: Graeme Ballard
 - **The Sports Achiever of the Year Award recognises the outstanding commitment individuals make to participating in their sport. It honours their hard work in training, competition and their achievements over the past 12 months.**
 - Finalists: Thomas Talbot, Cameron Osbourne, Joshua Monaghan-Coombs
 - Winner: Thomas Talbot
 - **Thomas is an international RaceRunner who trains twice a week at his athletics club Lincoln Wellington as well as every other day on his treadmill. Since April 2018 Thomas has ran consistently well improving his race pbs including taking 25 seconds off his 400m pb and making**

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massive progress on his 800m pb by over a minute. Thomas came into the season second in Great Britain for all RaceRunners for 800m. In July 2018 he won four Typhoo National Junior Championships titles for Under 15 as well as running pbs. He also took over 19 seconds off his 3k time in July. Thomas was bronze medallist for RR3 100m at the England Athletics / CAU National Disability Championships in July 2018 where RaceRunning featured for the first time.

- Thomas represented Team CP England at the CPISRA 2018 World Games in Spain and was reclassified as a RR2 athlete. He won a world silver medal in 800m and ran pb's in 100m as well as qualifying for all his finals and placed 4th in the 100m, 200m and 400m. He returned from the Games as the Number 1 ranked RR2 athlete in Great Britain. Thomas also won 4 RR2 golds at CP Sport National Athletics Championships as well as running a pb in his 100m.
- Thomas has fought back after major hip reconstruction surgery through rehabilitation, learning to walk again and back full health to enable him to race in the 2018 season. Thomas is also real ambassador for RaceRunning and is encouraging to other RaceRunners as well as all his team mates. He always cheers them on. He carries himself with humility and quiet dedication to run the best he can with challenging medical circumstances pending.
- **Cerebral Palsy Sport Hall of Fame Inductees**
 - Presented by: Aideen Blackborough
 - Winner: Stephen Miller MBE
 - Stephen has have represented Great Britain for over 20 years, competing in 6 Paralympic Games, 7 World Championships and 6 European Championships – so far winning 28 international medals. He has won 3 Paralympic titles in a row and held the F32 Club Throw world record from 1997-2008 and more recently he has just won a bronze medal at the IPC European Championships in Italy in June 2016 and he was honoured in the 2016 New Year's Honours List by Her Majesty the Queen with an MBE.
 - In July 2016 Stephen was named as part of the Great Britain team for the Rio 2016 Paralympic Games and brought home a truly well-deserved Bronze medal.
 - Stephen has had a fabulous 2018 season and kicked it off in fine still with a season best throw of 30.11m to win gold at the 2018 World Para Athletics Dubai Athletics Grand Prix. He ended the season with an incredible Silver medal at the World Para Athletics European Championships in Berlin.

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- **Sadly Stephen cannot be with us tonight so his award will be collected by Ian Stewart**
 - Winner: Graeme Ballard
 - **It is fitting in the year where Graeme hung up his competitive spikes after 14 years of international para athletics, that we honour him with the Hall of Fame award.**
 - **After taking up athletics at the age of 19 through a Cerebral Palsy Sport athletics event, Graeme's para athletics career went from strength to strength.**
 - **In May 2012, Graeme became the world record holder in the T36 100m, securing a time of 11.98 at the Paralympic World Cup in Manchester. At London 2012, his third Games, Graeme won silver in this event, adding to the bronze medal that he won in the T36 200m in Athens. Graeme then won a silver medal at the IPC Athletics European Championships in June 2016 in Italy. After missing out on the medals in Doha at the worlds in 2015, Graeme won double silver at the Europeans in June 2016.**
 - **In 2017 Graeme came back storming to a silver in the T36 100m at the World Para Athletics Championships in London and also took silver in the 200m. In August 2018 Graeme won an incredible Gold medal at the World Para Athletics European Championships in Berlin for the T36 100m with a season's best time of 12.32 seconds seeing him ease to the line clear of the rest of the field and topped off his European Championships with a bronze. A committed ambassador and a real gentleman – we are so pleased to be able to make this award to Graeme “the Bullet” Ballard.**
- **Lifetime Achievement Award - Swimming**
 - Presented by: Safia Iman
 - Winner: Jill Stidever MBE
 - **Jill has spent over 60 years supporting thousands of children with special needs to learn to swim. Her dedication to swimming has helped in changing the perception of disabled sport and encouraging people to see disability swimmers as athletes.**
 - **Jill dedicates over 40 hours a week works to coaching, raising funds and organising the swimming programmes and she has seen some of the young children she has coached go on to compete at Paralympic level.**
 - **In 2014 Jill was honoured with the BBC Get Inspired Unsung Hero award and we are delighted to honour her commitment, hard work and dedication to cerebral palsy swimming and disability swimming with this lifetime achievement award.**

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- **Lifetime Achievement Award - Athletics**
 - Presented by: Aideen Blackburn
 - Winner: Dr Alan Neuff

Dr Alan Neuff started Neuff Athletic Equipment in 1966 by designing the Britain's fibreglass vaulting poles and it has gradually developed to covering all track and field events. Alan Neuff has been in athletics as athlete, coach and official for a many years than he would care for me to mention and has supported Cerebral Palsy Sports athletics events as an official for many years to. Alan is a dedicated official committed to supporting athletes with a disability to achieve their sporting potential. He has a complete attention to detail for officiating that many would aspire to and is always alongside his treasured wife Caroline. While serious ill health means he sadly cannot be with us tonight, we are pleased to welcome his son and beloved wife Caroline to receive the award on his behalf

Our Chief Executive closed the Awards and congratulated all the finalists and winners and wished everyone a safe journey home.

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