



Minutes of Little Hiccup AGM Meeting

Monday 4th June 2018

Date	Monday 4th June 2018
Start Time	5.40pm
Location	Escape Hunt, Upper Balcony, The Light, The Headrow, Leeds, LS1 8TL
Subject	Little Hiccups AGM Meeting - Minutes
Attendees	Noel Davies-Atack Linsay Medica Tracy Reece James Thompson Miriam Watson-Pratt Belinda Williamson Debbie
Apologies	Liz Digby Sarah Stewart Heather Watson

- 1. Apologies for absence**
- 2. Minutes of previous AGM
Signed and dated**
- 3. Chair's Report
Appendix 1**
- 4. Secretary's Report
Appendix 2**
- 5. Treasurer's and Financial Report
Appendix 3**
- 6. Election of Committee
Everyone stands down.**

**NDA voted SS as Chair. LM seconded
NDA voted MWP as Secretary. LM seconded
JT voted LM as Treasurer. MWP seconded.**

**JT voted NDA as Trustee. TR seconded.
TR voted JT as Trustee. MWP seconded.
MWP voted JT as Trustee. LM seconded.**

Other discussions

Debbie spoke: she would like to volunteer to help Little Hiccups. She has a background in procurement, document checking and fundraising. Debbie suggests she could write letters asking for donations. The Trustees thanked her for this and were keen for her help. MWP to confirm details with her.

10 year Fundraising Meeting is on July 2nd at 6pm. This is to be an open meeting to anyone who wants to help fundraise. MWP to advertise. Venue to be confirmed.

There was a discussion about the money as there was an increase in funds since last year despite all the outgoing costs. MWP mentioned future plans of a building but it was agreed this was some time off!

Belinda introduced herself and her new venture this year - Mama B's Charity Bakes which is fundraising for Little Hiccups. The Trustees would like to say thank you to Belinda for this!

Belinda suggested that Hiccups needs a way of highlighting Hiccups families on events out so that they can spot one another. There was a suggestion of lanyards but there was an issue of getting them to new families, at what point we give them to new families, etc. It was agreed that this would be another separate meeting to be arranged.

Meeting closed at 6.40pm



Little Hiccups, c/o 63 High Ridge Park, Rothwell, Leeds LS26 0NL

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Registered Charity No: 1170147 Company Limited by Guarantee No: 9692276

Appendix 1

Support, Share, Experience: The Chairs Report

Intro

Another year has passed as chair and as the poem commands I am now sixth the one in the washing machine. We did get washed out on Yeadon Tarn and I feel like we continue on spin cycle as we spin in to our tenth year next year. For which the preparations begin.

Sadly this year we have lost a committee member in Abi and proudly we have gained some valued fundraisers in the form of Mamma Bs charity bakes.

Purpose/Objectives

We continue to make true our strap like line; support, share, experience. We have had some amazing feedback on the experiences with have given families this year. We really are embracing the #nolimits ethos. The children really are smashing their own goals. Our families continue to meet and bond over shared experiences. We also stick to our core of supporting families in their more difficult moments.

Our biggest objective for the coming year is to achieve our first Hiccups Holiday. We hope to make this possible as being a fully registered charity increases our eligibility in grant applications.

Without donations and the grants that Mim & Lyns work hard on behind the scenes none of this would be possible.

Achievements of 2017/18

What a year.....

- As promised we went back to airkix and we held a sophisticated tea party
- Sikh santa was a hit all round showing the diversity in our city and within Little Hiccups
- Stay and play now runs weekly with consistency and a secure base and storage at the Vinery.
- Purchase of Delta Buggies
- Counselling being available at stay and play
- Increase in activity within the private facebook group
- Overhaul of documentation following GDPR legislation



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- Children in Need funding for more Hydrotherapy
- Cash for Kids Grant for a Mobile changing station
- Consistent use of our outreach programme
- A professional reputation amongst health and social care providers.

In addition to this we ran a full calendar of events;

2017

May – Sensory space Leeds

June – Cinema: Boss Baby

July – Birthday Party with Shebang, Water Sports at Yeadon Tarn

August – Children’s Tea party at the Iveridge

October – Skiing, visit to the Donkey Sanctuary

November Cinema: Paddington 2

December – Sundown Adventure land and Christmas Party

2018

Feb – The Deep Hull

March – Family Photo shoot

April – Skydiving

May – Ponderosa Therapeutic Animal Centre

Volunteers

Hiccups is run on volunteers, from the committee to the hands on help at all our events. Can we please pay special tribute to Tracy Reece & Heather Watson for their continued support at our stay and play sessions. We have also recruited Liz Digby as a volunteer at stay and play.

2018/19: Objectives, Goals and beyond

- Using charity statues as a platform to apply for more funding.
- Celebrate our tenth birthday with a holiday
- Marketing of our brand and the use of e-commerce via the website
- Make our family days more accessible with provision of a mobile changing space
- Continue to raise our profile and reach more families; through social media and the support of a patron for Little Hiccups.

Beyond 2018 we continue to strive towards the dream of owning our own building base. This would be a hub of activity and support for children and families.

Conclusion

Despite all the fun and the adventures. The children who come to little hiccups continue down their own bumpy roads facing their individual challenges. For me a day with hiccups is a chance to forget all that and I



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am continually astounded by what everyone achieves. I have met more families this year who have personally shared what Hiccups has given them and the difference we have made. This is why we work so hard behind the scenes. As we step in to 2018 and the prep begins for our tenth year I hope we can follow the wise words of Robert M Hensel “ know me for my ability not my disability”. Robert holds the Guinness world record for the longest wheel chair wheelie ! #nolimits

Sarah Stewart

Chair Person

Little Hiccups

May 2018



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Appendix 2

Secretary Report 2018

Membership and Communication

Little Hiccups continues to grow exponentially and has a professional reputation with the families. We've done very little advertising so the growth is mainly through professional recommendations (physios, nurses, etc) word-of-mouth and our reputation. Social media seems to be an important method of communication for the families and the Private Group of Facebook has certainly seen this with families seeking advice or passing on goods through there.

The Stay n Play group continues to be popular and is a big pull for new families starting their journey. We have gone weekly this year and numbers remain steady.

Little Hiccups continues to offer a variety of services: The Family Fun Days (with events selling out in days or even hours!), Outreach and Hydrotherapy are popular. The All-Terrain Buggy hire slowed down due to the company creating the Kangoo Buggies going bankrupt causing problems with servicing and insurance. This year has seen the selling of the Kangoo chairs and Little Hiccups will be making the move to purchase Delta Buggies due for hire very shortly.

Counselling was also slow to take off due to the very nature of it. We often found interest but no follow through. Consequently, we are introducing the Counselor to the Stay n Play once a month so that families can meet and greet and put a name to a face which will hopefully encourage a more robust take up.

Contact details through registration forms are still being in the continual process of being updated and recorded and we ask families to update their details annually to ensure that we have up-to-date details. Due to the new GDPR regulations the Membership form has had an overhaul as has the storage of all Little Hiccups information. Our aim to be rid of paper based forms and incorporate into the website. Families will need to sign up to Little Hiccups before they can access services (ensures eligibility is checked).

A task last year was to ensure that Little Hiccups is ethnically diverse and that we truly are open to every person. This year has seen an increase in diversity - mainly through the Hydrotherapy service and families are then accessing the other services.

New Direction / Expansion



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As well as all of our adventures (water sports, indoor skydiving, Sundown, Sikh Santas) this year has been mostly about compliance with Policies and Procedures, Risk Assessments and ensuring important areas such as Child Protection are fully up-to-date. Much more fun than the Family Fun Days! An important new piece of legislation; the GDPR, was brought in May 2018. In light of this legislation, Little Hiccups has reviewed its storage of personal information, updated its Policies, website and Registration Form. Future plans are to ensure we become paper-free.

We've continued to run very successful and popular Hydrotherapy courses and have won a Children In Need Grant for three more years of sessions. We've also won a Grant from Cash for Kids to purchase a Mobile Changing Unit which continues to make our days out accessible for all.

Little Hiccups has also started working very closely with other Leeds Charities for children with additional needs and is now part of Leeds CANN. The group shares information, events and provides support to each other where needed.

Next year the challenges are going to be focused on Little Hiccups 10th Birthday. The aim is a massive marketing year on social media and to raise £10,000 through fundraising. Basically, we're bringing the Hiccups Conquerors back and will be throwing Little Hiccups back into the limelight. I hope to do more on YouTube to spread awareness of our Charity.

Membership numbers (counted 23/05/2018)

Attending Members	2014	2015	% inc	2016	%inc	2017	%inc	2018	%inc
Completed Registration Forms	35	98	+64%	122	+20%	187	+35%	311	+66%
Families on Contact Form	69	127	+46%	155	+22%	190	+18%	262	+38%

Social Media	2014	2015	% inc	2016	%inc	2017	%inc	2018	%inc
Facebook	382	553	+31%	734	+25%	864	+15%	995	+15%
Facebook Group	-	-	-	46	-	102	+55%	205	+101%
Twitter	168	262	+36%	374	+30%	462	+19%	552	+19%
Google+	27	42	+36%	47	+89%	49	+4%	49	0%
Instagram	26	Closed	-	-	-	-	-	43 reopened account	0%
Blogger	6 posts 1120 views	11 posts 1420 views	+45% posts +21% views	28 posts 4248 views	+61% posts +67% views	46 posts 9,646 views	+39% posts +56% views	60 posts 15,936 views	+30% posts +65% views



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YouTube	1	1	0%	1	0%	2!	+50%	2	0%
Mailing List	150	204	+26%	247	+17%	338 (mailing list) 337 Donations Manager	+27%	429 (mailing list) 378 (Donation Manager)	+27% +12%

Miriam Watson-Pratt

Secretary



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Appendix 1 – Breakdown of Family Fun Day events.

These figures represent the amount booked not attended.

	2014	2015	2016	2017
May	Showcase Cinema Adults: 33 Children: 37 Total: 70	Disability Rocks Standard ticket: 26 Under 5's: 5 Total: 31	Purple Party at Blacksmith Arms Pub Adults 21 Children: 17 Total 38	Sensory Space Leeds Adults 15 Children: 15 Total 30
June	Disability Rocks Adults: 27 Children: 27 Total: 54	Chill Factor – skiing Stand up skier: 38 Sit down: 8 Total: 46	Lazer Zone Adult: 21 Children: 12 Total: 33	Boss Baby @ Showcase Cinema Adult: 38 Children: 43 Total: 81
July	Dino Jaws Adults: 51 Children: 54 Total: 105 Farsley Library Adults: 13~ Children: 14 Total: 27	Shabang Adult: 31 Children: 24 Total: 55	Mimika Theatre Adult: 32 Children: 28 Total: 60	Shebang Adult: 64 Children: 59 Total: 123 Watersports at Yeadon Tarn Adult: 14 Children: 18 Total: 32
August	Wildlife Park Adults: 24 Children: 22 Total: 46	Skelton Grange Adults: 11 Children: 20 Total: 31	Sensory Fun Bus Adults: 15 Children: 10 Total: 25	Children's Tea Party @ Iveridge Hall Adults: 35 Children: 26 Total: 61
September	Sports Day Adults: 10 Children: 8 Total: 18	Cannon Hall Farm Adults: 30 Children: 28 Total: 58	Indoor Sky Diving Adults: 23 Children: 35 Total: 58	
October	Nell Bank Adults: 20 Children: 29 Total: 49	Rainbow Factory Adults: 17 Children: 20 Total: 37	The Works Adults: 23 Children: 8 Total: 31	Skiing with Disability Sports Adults: 32 Children: 45 Total: 77 A Spooky Visit to the Donkey Sanctuary Adults: 22 Children: 28 Total: 50
November	Cinema Adults: 29	Showcase cinema Adults: 19	Trolls at The Showcase Cinema	Paddington 2 at The Showcase Cinema



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	Children: 33 Total: 62	Children: 17 Total: 36	Adults: 58 Children: 58 Total: 119	Adults: 48 Children: 62 Total: 110
December	Sundown Adventureland Adults: 72 Children: 65 Total: 137 Christmas Party Adults: 43 Children: 46 Total: 89	Sundown Adventureland Adults: 37 Children: 33 Total: 70 Christmas Party Adults: 68 Children: 66 Total: 134	Sundown Adventureland Adults: 59 Children: 59 Total: 118 Christmas Party Adults: 88 Children: 85 Total: 173	Sundown Adventureland Adults: 104 Children: 96 Total: 200 Christmas Party Adults: 93 Children: 100 Total: 193
	2015	2016	2017	2018
January	Xscape Soft Play and Glow in the Dark Golf Children: 41	Wall Climbing at Leeds Wall Normal Hoist: 29 Special Chair Hoist: 8 Total: 37	Storytelling at the Rainbow Factory Adults: 28 Children: 33 Total: 61	
February	Family Photoshoot Families: 12	Photoshoot at Leeds City Museum Families: 15	Oxygen Freejumping Adults: 58 Children: 64 Total: 122	The Deep in Hull Adults: 58 Children: 63 Total: 121
March	Music Sessions and Sensory Leeds Families: 10	Harrogate Town Football Club Adults: 18 Children: 13 Total: 31	Family Photoshoot March 12 th : 12 families March 19 th : 11 families Total: 23	Family Photoshoot April 15 th (rearranged) and March 22 nd : 18 families
April	Stockheld Park Easter Adventure Adults: 27 Children: 26 Total: 53	Harrogate Town Football Club Adults: 18 Children: 13 Total: 31 Music Sessions at Sensory Leeds Adults: 15 Children: 14 Total: 29	Yorkshire Wildlife Park Adults: 68 Children: 72 Total: 140	Indoor Skydiving at Airkix Adults: 40 Children: 39 Total: 79
May				Ponderosa Rural Therapeutic Park Adults: 56 Children: 52 Total: 108

Miscellaneous 2017-2018



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- September 2017 - Cerebra Sleep Presentation
13 tickets sold
- September 2017: Hydrotherapy Session
12 tickets sold
- November 2017 - Molton Brown Pamper Night
39 tickets sold
- February 2018 - Tour of Leeds and Bradford Airport
8 tickets sold
- April 2018: Hydrotherapy Session
12 tickets sold



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Appendix 3

Treasurer Report AGM 2018

Main Objective

Provide opportunities for families to meet others in similar situations

Offer emotional and professional support

Enable children to make friends and learn through play

Families to benefit from quality time together and experience family outings.

Ensure outings are kept to minimum cost allowing families to attend, regardless of personal background, faith or circumstances.

Financial Trustees Report

The Charity was set up on 06/07/09 and became a company limited by guarantee on 17 July 2015. It was entered onto the Register of Charities on 14 November 2016 with the Registered charity number 1170147.

The Directors of the company are the Trustees.

The nature of the charity is to offer support to any child with a disability/additional need and their family, irrespective of nationality or religion. We provide this in a variety of ways:

Stay and Play – held on Thursday afternoons at Leeds Mencap. Accessing softplay and a sensory room in a relaxed environment where families can meet others in similar situations, access information, creative play and support from therapists and other professionals.

Family Fun Days are organised every month and offer a wide range of activities including the hire of cinemas, private theatre companies, indoor skydiving, wall climbing, skiing, parties and local visitor attractions. Every event caters for the range of abilities/disabilities and is heavily subsidised by Little Hiccups ensuring they are all accessible to every family. We encourage the whole family to attend including siblings and our aim is to enable families to experience a wide range of activities and to make memories together.

Hydrotherapy is a great benefit to many of our children but can be expensive and difficult to access. We offer hydrotherapy sessions on a seven week basis at a local Sports Centre, in partnership with SportWorks. Physiotherapists assist in the pool so the children can safely



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participate in the activities and the parents have all the support they require. We have been able to secure grants to cover the costs of this so we can offer the sessions at a token cost to the families, which secures their booking.

Little Hiccups has some all terrain wheelchairs, for which we are finalising the processes to enable families to hire for either day trips to the coast or take on holiday with them, enabling children to be able to access the parks, and the beaches (as every child should be able to experience the seaside).

We offer professional Counselling to Hiccups families should they require it, due to work pressures, bereavement, relationship issues etc, due to having a child with additional needs. Many families struggle to take the first step to meet others, therefore we offer an Outreach service and will meet families on a one to one basis until they are confident enough to attend stay and play or a family fun day. This service is greatly supported by Health Visitors and other professionals and our relationship with them is growing, helping us to reach more families who need our support.

We currently support over 300 families across the region.

We take pride in listening to our families and wherever possible remain flexible enough to meet their growing needs.

We are currently working on providing a series of workshops for parents, to hear from professionals on a variety of topics such as NHS services, Wills, financial assistance and other local organisations they may be able to benefit from.

Our board of Directors/Trustees consists of parents of children with disabilities/additional needs or people who work closely with them. Therefore we all have a great amount of experience and passion for the work we do.

We believe that every child, no matter what disability/additional need should have the opportunity to explore and experience as many adventures as possible and to make happy memories with their families and it is our aim to help them achieve this.



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Audited Accounts for July 2016 to 2017 have been filed with HMRC, Companies House and Charities Commission.

Opening Balance 1/ 7/16 £28,142.63 previous year

Income Donations £97,138.10

Fundraising £523.90

Grants/Funding £0.00

Interest £21.17

_____:

£97,683.17

Services Events -£12,501.33

All Terrain -£3,711.00

Information -£390.00

Sports -£700.00

_____:

-£17,302.73

Overheads Marketing -£3,653.39

Meeting Expenses -£84.10

Legal -£110.00

Insurance -£311.01

PPS -£921.82

Storage & Equipment -£1,254.79

Training -£126.00

IT -£488.72

General Admin -£5,007.10

_____:

-£11,956.93

Closing Balance 30/6/17 £96,566.14

Bank Funds (as of 23/5/18) £87,694.11

PayPal £17,764.51



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2017/18 Forecast

We have always worked hard to spread the word of Little Hiccups so we could reach more families, in doing so we have also managed to gain a great deal of support from both individuals and companies. Their financial support has enabled us to push forward and provide the growing services we offer.

2017 gave us the security of the Strata funding. In light of this our focus was improving the events, reaching out to more families and ensuring our ever growing running procedures and operational policies were in place, rather than raising additional funds.

We will continue to contract Miriam of Appen Creations to fulfill the secretarial duties for Hiccups which includes all the social media, day to day running and organising of events, without which Hiccups could not provide the services we are committed to.

The number of donations from both individuals and small community groups is steady and we endeavour to send a Thank You card to everyone, whenever we have their details, as every bit of support is appreciated. We have also accrued over £1,300 from people shopping online via Give as you Live, in a very short time!

After a rigorous process and proving that we meet a very tight criteria we have secured funding from Children in Need to enable us to run 3 sets of 7 weeks of Hydro sessions for the next 3 years, a total of £27k.

The funds in PayPal are being moved across to the bank account after each event and we will look into the benefits of having a second bank account to secure the funding is protected. After another busy year, our focus can now come back to support and fundraising for the future. Our fundraising events such as the annual Ball and Molton Brown all help to raise our profile as well as the money and are a good investment. We will continue to apply for external grant funding for specific projects like Hydro to enable us to use our existing funds for events, and running costs etc. No monies shall be classed as 'profit' but will be held in preparation for the next events and opportunity to benefit the families we support.



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