



## Riding for the Disabled Association incorporating Carriage Driving

Registered Charity no. 244108 and SC039473 (Scotland)  
Company no. 05010395

Lowlands Equestrian Centre, Old Warwick Road, Shrewley, Warwickshire CV35 7AX

04 OCTOBER 2024

Dear RDA Member Group

### **ANNUAL GENERAL MEETING, 4<sup>TH</sup> NOVEMBER 2024, 11.00AM**

On behalf of the RDA UK Board of Trustees, I warmly invite you to our 55th Annual General Meeting (AGM), taking place at Saddler's Hall, London EC2V 6BR, on Monday 4 November 2024 at 11am.

I recognise that the AGM is a significant occasion in the RDA calendar, where we come together not only to conduct formal business, but also to celebrate our achievements as a charity, recognising the collective impact we have made on our 22,500+ participants. As such, we have planned an engaging afternoon programme which will follow the formal proceedings of the AGM, and which will be an opportunity to reflect on the huge breadth of services that RDA offers as well as hearing from guest speakers across the equestrian, disability and sporting sectors.

I would be delighted if you could join us for both the AGM and the afternoon's events and look forward to having the opportunity to share a personal thank you for the outstanding commitment, dedication and support across our volunteer network, which enables our much-loved charity to thrive.

I very much look forward to seeing you there.

Yours sincerely

Helena Vega-Lozano  
Chair of Trustees, RDA UK

## **The Business of the Meeting**

The purpose of the formal AGM is to present the annual report for the previous year to end March 2024, appoint auditors for the year ahead, elect board directors and vote on any other important matters. With that in mind, members will be asked to:

- Receive the Trustees' report and the audited accounts
- Re-appoint our auditors, Sayer Vincent LLP
- Elect one new Trustee under article 35.4
- Re-appoint one Trustee due for re-election under article 35.4
- Note the appointment of two new Trustees appointed by the Board under article 35.5

These matters will be proposed as ordinary resolutions, requiring a simple majority of Member Groups to vote in favour of the resolutions to pass. No special resolutions are proposed at the 2024 AGM

## **Proposed Trustees and Biographies**

New Trustees are proposed following a skills-based, open recruitment process and we were delighted by the strength of the field of applicants. As a result, there are a total of three new proposed trustees, each of whom will bring valuable expertise and experience to RDA.

This year, one person is presented to the membership for election as a member of the Board of Directors ("**Trustees**") under article 35.4 of the Company's articles of association (the "Articles"):

- Rosie Scott-Ward

The Board also proposes to appoint two new members of the Board of Directors ("**Trustees**") in accordance with article 35.5 of the Articles and asks members to note those appointments:

- Paul Maynard

- Kelly Barnes

In addition, the Board proposes to present Lindsay Correa for re-election by the membership for her final three-year term of office under article 35.4 of the Articles.

Biographies for all proposed trustees can be [viewed on MyRDA](#) and on the RDA voting platform.

## **Choose How to Vote**

We encourage every Member Group to use their vote and actively contribute to decisions that impact RDA's future. However we understand that not everyone can attend in person and therefore there are two options outlined below to make casting your vote easier, using RDA's voting platform (managed by UK Engage).

As an RDA Member Group you can choose to:

- Attend and vote in person
- Vote online, without attending the meeting (by proxy)

Note, you may also vote online and still join us at the meeting in person, however you will not be able to vote again if you have previously cast your vote electronically.

## **Meeting arrangements**

The formal AGM meeting will be directly followed by lunch and networking, after which we have arranged an exciting afternoon speaker programme. Space is limited and we are required to give preference to duly authorised representatives of Member Groups and appointed proxies, so please do confirm your attendance to National Office at your earliest convenience.

## **Accessibility**

Please also let us know if you have any accessibility needs that would make your time at the AGM more comfortable. This information can be logged on RDA's voting platform, managed by UK Engage

## **How to ask questions**

If you wish to submit questions before the meeting, please send them by email to [agm@rda.org.uk](mailto:agm@rda.org.uk). Any questions sent before the meeting should be received by 11pm on Thursday 31 October 2024. You may also submit your questions in writing on arrival at the meeting, and during the meeting there will be time for Q&A.

Encl.

1. Notice of AGM
2. Notes to Notice of AGM

**COMPANY NUMBER: 5010395**

**RIDING FOR THE DISABLED ASSOCIATION INCORPORATING CARRIAGE DRIVING**

**NOTICE OF ANNUAL GENERAL MEETING**

NOTICE is hereby given that an Annual General Meeting (**AGM**) of the Company will be held at Saddler's Hall, London EC2V 6BR on Monday 4 November 2024 at 11am.

The Company's annual accounts and reports and the auditor's report on those accounts will be laid before the members together with the trustees' report for the financial year ended 31 March 2024.

You will also be asked to consider and vote on the resolutions below which will be proposed as ordinary resolutions.

**Ordinary resolutions**

- 1 That Sayer Vincent LLP be re-appointed as auditor to hold office from the conclusion of this meeting until the conclusion of the next general meeting of the Company at which audited accounts are laid and the directors be authorised to fix the auditor's remuneration.
- 2 That Rosie Scott-Ward be elected as a Trustee (and Director of the Company) in accordance with Article 35.4 of the Company's memorandum and articles of association.
- 3 To note the appointment of Paul Maynard as a Trustee (and Director of the Company) by the Board of Directors, in accordance with Article 35.5 of the Company's memorandum and articles of association.
- 4 To note the appointment of Kelly Barnes as a Trustee (and Director of the Company) by the Board of Directors, in accordance with Article 35.5 of the Company's memorandum and articles of association.
- 5 That Lindsay Correa be re-elected for a further term as a Director of the Company in accordance with Article 35.4 of the Company's memorandum and articles of association.

By order of the Board

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Michael Bishop CEO

Lowlands Equestrian Centre, Old Warwick Road, Shrewley, CV35 7AX

03 October 2024

## NOTES TO THE NOTICE OF AGM

### Attending the meeting

- 1 A Member Group may send a representative to the AGM. One duly authorised representative may speak and vote at the meeting on behalf of a Member Group. Group representatives are encouraged to confirm attendance via RDA's voting platform, managed by UK Engage.

Notifications of a member group's authorised representative will be processed in accordance with Article 12 of the memorandum and articles of association. To help us ensure that your decision is received and processed accurately, please submit a notification of your attendance as soon as possible. We encourage you to do so by or before 11am on Thursday 31 October 2024.

- 2 Non-members may attend the AGM (subject to availability). Non-members should contact [agm@rda.org.uk](mailto:agm@rda.org.uk) to confirm their attendance by 11 am Thursday 31 October 2024

### Appointment of proxies

- 3 Each member of the Company is entitled to appoint a proxy or proxies to exercise all or any of its rights to attend, speak and vote at a general meeting of the Company.
- 4 As an alternative to sending a duly authorised representative, a Member Group may appoint someone, usually their Regional Chair (or a member of their Regional Committee) as a proxy to exercise all or any of that Member Group's rights to attend, speak and vote at the meeting.
- 5 A vote withheld is not a vote in law, which means the vote will not be counted in the votes for and against the resolution. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at their discretion.
- 6 Voting is managed through RDA's voting platform, managed by UK Engage. For a proxy vote to be effective the form of proxy, the instrument appointing a proxy and any authority under which it is executed must be completed online not later than 11 am Thursday 31 October 2024. Paper proxy forms can be requested in exceptional circumstances. We encourage all members to vote online as that helps ensure all votes are accurately recorded.
- 7 Completion and return of the form of proxy will not prevent a Member Group's duly authorised representative from attending and voting in person at the meeting, subject to registering the name of the representative via RDA's voting platform, managed by UK Engage by 11 am Thursday 31 October 2024.

**Voting by attendance**

If your Member Group will be sending a representative to the AGM, you are encouraged to register your representative on the UK Engage Voting Platform. The groups representative will be presented with a voting card at the registration desk.

**Voting by proxy**

If your Member Group will be voting by proxy, please register your vote online, indicating how you wish your proxy to vote, at your earliest convenience and not later than 11 am Thursday 31 October 2024. All members are required and encouraged to vote through RDA's voting platform, managed by UK Engage. Proxy Forms can be requested in exceptional circumstances