

**THE 25% ME GROUP**  
*(SUPPORT GROUP FOR SEVERE ME SUFFERERS)*

**ANNUAL GENERAL MEETING**

**REPORTS AND BALLOT BOOKLET**

**TO BE HELD ON 1<sup>st</sup> SEPTEMBER 2016**



**TABLE OF CONTENTS**

<b>Pg2</b>	<b>Agenda</b>
<b>Pgs3-4</b>	<b>Minutes of the12<sup>th</sup>AGM</b>
<b>Pgs5-8</b>	<b>Pull-out Ballot</b>
<b>Pg9</b>	<b>Chairperson's Report</b>
<b>Pgs10-12</b>	<b>Finance &amp; Audit Reports</b>

## A g e n d a

1. **APPROVAL OF THE MINUTES OF THE AGM HELD ON 1ST SEPT 2015**  
*(Refer to separate Ballot Paper Part A Item 1)*
2. **CHAIRMAN'S ANNUAL REPORT**  
*(Refer to separate Chairman's Report)*
3. **RATIFICATION OF CHAIRMAN'S REPORT**  
*(Refer to separate Ballot Paper Part A Item 2)*
4. **ANNUAL ACCOUNTS & AUDIT REPORT**  
*(Refer to separate Receipts & Payments Accounts & Audit Report)*
5. **RATIFICATION OF ANNUAL ACCOUNTS & AUDIT REPORT**  
*(Refer to separate Ballot Paper Part A Item 3)*
6. **PROPOSED REAPPOINTMENT OF INDEPENDENT AUDITOR**  
*(Refer to separate Ballot Paper Part A Item 4)*
7. **ELECTION OF MANAGEMENT COMMITTEE**  
*(Refer to separate Ballot Paper Part B)*
8. **ELECTION OF OFFICE BEARERS**  
*(Refer to separate Ballot Paper Part B)*
9. **PROPOSED DATE OF NEXT ANNUAL GENERAL MEETING –  
1<sup>ST</sup> SEPTEMBER 2017**

**MINUTES OF THE 25% ME GROUP'S 12TH ANNUAL GENERAL MEETING HELD ON  
1<sup>ST</sup> SEPTEMBER 2015 (AGM HELD BY POSTAL BALLOT)**

*(Note: a total of 11% of the entire membership voted on the election of committee members, office bearers and on all the other motions contained within the Agenda)*

**1. Minutes of the 11th Annual General Meeting held on 1<sup>st</sup> Sept 2014 were distributed to all group members 6 weeks prior to the AGM.**

**2. Ratification of Minutes of the 11th Annual General Meeting.**

Postal Ballot results received as follows: 84

Total number of completed Ballot Papers 1 returned	= 84
Total number who approved the previous Minutes	= 84
Total number who did not approve the previous Minutes	= 0
Total number who abstained from voting on this item	= 0

*The previous Minutes were therefore duly approved by a majority of votes.*

**3. Chairman's Report was also distributed to all group members 6 weeks prior to AGM.**

**4. Ratification of Chairman's Report (ITEM 2, BALLOT PAPER 1).**

Postal ballot results received as follows:

Total number of completed Ballot Papers 1 returned	= 84
Total number who approved Chairman's Report	= 84
Total number who did not approve Chairman's Report	= 0
Total number who abstained from voting on this item	= 0

*The Chairman's Report was therefore duly approved by a majority of votes.*

**5. Annual Accounts and Audit Report was also distributed to all group members 6 weeks prior to AGM.**

**6. Ratification of Annual Accounts and Audit Report (ITEM 3, BALLOT PAPER 1)**

Postal ballot results received as follows:

Total number of completed Ballot Papers 1 returned	= 84
Total number who approved Annual Accounts & Audit Report	= 81
Total number who did not approve Annual Accounts & Audit Report	= 1
Total number who abstained from voting on this item	= 2

*The Annual Accounts and Audit Report was therefore duly approved by a majority of votes.*

**7. Proposed Re-appointment of Independent Auditor, Fiona Collie (ITEM 4, BALLOT PAPER 1)**

Postal ballot results received as follows:

Total number of completed Ballot Papers 1 returned	= 84
Total number who approved proposed appointment of independent auditor	= 83
Total number who did not approve proposed appointment of independent auditor	= 0
Total number who abstained from voting on this item	= 1

*The above proposal to re-appoint the independent auditor, Fiona Collie, was therefore duly approved by a majority of votes.*

**8. Election of Management Committee (BALLOT PAPER 2)**

The nominees who wished to be considered for a place on the management committee and the results of the votes contained within Ballot Paper 2 were as follows:

Total number of completed Ballot Papers 2 received as follows: 84

**(a) Ordinary or Full Member Committee Nominees (total of seven places available)**

John Breward was elected by a majority of votes. Lyn Burton was elected by a majority of votes. Tessa Green was elected by a majority of votes. Hayley Klinger was elected by a majority of votes. Kate Wilson was elected by a majority of votes. Simon Lawrence was elected by a majority of votes. Paula Leech was elected by a majority of votes. Janis Thomson was elected by a majority of votes.
--

**(b) Associate Category (total of two places available)**

Margaret Totten was elected by a majority of votes. Patricia Williams was elected by a majority of votes.
--

**10. Election of Office Bearers. (Ballot Paper 1)**

Simon Lawrence was elected as Chairperson by a majority of votes. Paula Leech was elected as Vice-Chairperson by a majority of votes. Janis Thomson was elected as Secretary by a majority of votes. Margaret Totten was elected as Treasurer by a majority of votes.
--

*(Note: All of the above committee members and office bearers, duly elected by a majority of votes, are elected for a period of one year, commencing from 1st September 2016.)*

**11. Any Other Competent Business – no additional motions were received.**

**12. As there was no other business, the Eleventh Annual General Meeting was concluded and a provisional date for the next Annual General Meeting was set for 1<sup>st</sup> September 2017.**

## **BALLOT PAPER**

**THE 25% ME GROUP**  
*(SUPPORT GROUP FOR SEVERE ME SUFFERERS)*

### **ANNUAL GENERAL MEETING**

**TO BE HELD ON 1<sup>st</sup> SEPTEMBER 2016**



**THIS PULL-OUT BALLOT PAPER IS FOR VOTING PURPOSES ON ITEMS ON THE AGENDA AND COMMITTEE AND OFFICE BEARERS ELECTIONS**

DUE TO THE NATURE OF OUR GROUP AND ITS MEMBERSHIP, THIS AGM IS REQUIRED TO BE CONDUCTED BY POSTAL BALLOT. IT IS THEREFORE REQUIRED THAT THE MEMBERSHIP RECEIVE AND RATIFY THE CHAIRPERSON'S ANNUAL REPORT, ANNUAL ACCOUNTS AND AUDITOR'S REPORT AND APPROVE THE PROPOSED REAPPOINTMENT OF THE AUDITOR FOR THE 25% GROUP WHICH FORMS *PART A* OF THIS BALLOT PAPER. WE HAVE THEREFORE ATTACHED COPIES OF THESE REPORTS ALONG WITH THIS BALLOT PAPER.

*WOULD MEMBERS ALSO PLEASE NOTE THAT COPIES OF OUR COMMITTEE NOMINEES BOOKLET IS ALSO AVAILABLE UPON REQUEST FROM THE OFFICE IF YOU WOULD LIKE TO VIEW SOME BRIEF BACKGROUND INFORMATION ABOUT EACH OF OUR NOMINEES.*

WOULD YOU PLEASE READ THE ENCLOSED REPORTS THOROUGHLY AND THEN VOTE BELOW IN THE RELEVANT BOXES ON THE QUESTION OF ENDORSEMENT OF SAID REPORTS BY PLACING A CROSS  IN THE "YES" OR "NO" BOXES IN EACH CATEGORY. THE SAME PROCEDURE APPLIES IN RELATION TO ABSTENTIONS.

**PART A (VOTING – AGENDA ITEMS 1-4)**

**ITEM 1**

I APPROVE THE MINUTES OF THE 25% ME GROUP’S ELEVENTH AGM HELD ON 1<sup>st</sup> SEP 2015

YES  NO

**ITEM 2**

I APPROVE THE CHAIRMAN’S ANNUAL REPORT

YES  NO

**ITEM 3**

I APPROVE THE ANNUAL ACCOUNTS & AUDIT REPORT

YES  NO

**ITEM 4**

IT IS PROPOSED TO RE-APPOINT THIS YEAR’S INDEPENDENT AUDITOR, FIONA COLLIE, TO AUDIT ON BEHALF OF THE GROUP FOR THE FOLLOWING YEAR'S AUDIT.

**I APPROVE THIS PROPOSAL.**

YES  NO

**PART B (ELECTION OF THE MANAGEMENT COMMITTEE & OFFICE BEARERS)**

AS WE HAVE RECEIVED NOMINATIONS FROM TEN (10) MEMBERS FOR THE TEN (10) COMMITTEE PLACES ON THE 25% ME GROUP’S MANAGEMENT COMMITTEE, NO ‘RUN OFF’ BALLOT PAPER BETWEEN CANDIDATES IS REQUIRED. THIS IS BECAUSE THERE ARE THE SAME NUMBER OF PLACES ON THE COMMITTEE AS WE HAVE NOMINATED CANDIDATES TO FILL THEM. HOWEVER, WE WOULD LIKE YOU TO CONFIRM WHETHER YOU ACCEPT THESE INDIVIDUALS AS YOUR COMMITTEE MEMBERS BY WAY OF A CONFIRMATION IN THE BALLOT BELOW.

**ANY CANDIDATE RECEIVING MORE ‘YES’ VOTES, THAN ‘NO’VOTES, WILL BE ELECTED FOR A PERIOD OF ONE YEAR COMMENCING FROM 1<sup>st</sup> SEPTEMBER 2016, AND WILL RUN UNTIL THE NEXT AGM.**

THE FOLLOWING SECTIONS CONTAIN TWO (2) CATEGORIES COMPRISING THE CANDIDATE NAMES WHICH ARE IN ALPHABETICAL ORDER WITHIN EACH SECTION.

1. ORDINARY OR FULL MEMBERS
2. ASSOCIATE MEMBERS

**1. ORDINARY OR FULL MEMBER CATEGORY**

THERE ARE EIGHT (8) PLACES AVAILABLE FOR ORDINARY (FULL) MEMBERS TO STAND FOR ELECTION FOR MANAGEMENT COMMITTEE PLACES IN THIS SECTION.

YOU HAVE EIGHT (8) VOTES IN THIS SECTION. PLEASE VOTE BY PLACING A CROSS  IN THE "YES" OR "NO" BOX FOR EACH CANDIDATE. IF YOU CHOOSE NOT TO VOTE FOR A PARTICULAR CANDIDATE, THIS AUTOMATICALLY COUNTS AS AN ABSTENTION (I.E. NON-VOTE.)

JOHN BREWARD	<input type="checkbox"/> YES	<input type="checkbox"/> NO
LYN BURTON	<input type="checkbox"/> YES	<input type="checkbox"/> NO
TESSA GREEN	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HAYLEY KLINGER	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SIMON LAWRENCE	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PAULA LEECH	<input type="checkbox"/> YES	<input type="checkbox"/> NO
JANIS THOMSON	<input type="checkbox"/> YES	<input type="checkbox"/> NO
KATE WILSON	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**2. ASSOCIATE CATEGORY**

THERE ARE TWO (2) PLACES AVAILABLE FOR PEOPLE TO STAND ON THE COMMITTEE IN THIS SECTION.

YOU HAVE TWO (2) VOTES IN THIS SECTION. PLEASE VOTE BY PLACING A CROSS  IN THE "YES" OR "NO" BOXES FOR EACH CANDIDATE. IF YOU CHOOSE NOT TO VOTE FOR A PARTICULAR CANDIDATE, THIS AUTOMATICALLY COUNTS AS AN ABSTENTION (I.E. NON-VOTE.)

MARGARET TOTTEN	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PATRICIA WILLIAMS	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**OFFICE BEARER NOMINATIONS FROM COMMITTEE NOMINEES:**

IN ADDITION TO THE ELECTION OF MANAGEMENT COMMITTEE, WE NEED TO ELECT FOUR (4) OFFICE BEARERS FROM WITHIN THE RANKS OF OUR COMMITTEE MEMBERS, AS PER THE RULES OF OUR GROUP'S CONSTITUTION.

THE FOLLOWING NOMINEES HAVE ALSO EXPRESSED AN INTEREST IN BEING CONSIDERED FOR THE VARIOUS POSITIONS OF THE FOUR (4) OFFICE BEARERS. WE WOULD LIKE YOU TO CONFIRM WHETHER YOU ACCEPT THESE INDIVIDUALS AS YOUR OFFICE BEARERS BY WAY OF A CONFIRMATION BALLOT BELOW.

YOU HAVE FOUR (4) VOTES IN THIS SECTION. PLEASE VOTE BY PLACING A CROSS  IN THE "YES" OR "NO" BOXES FOR EACH CANDIDATE. IF YOU CHOOSE NOT TO VOTE FOR A PARTICULAR CANDIDATE, THIS AUTOMATICALLY COUNTS AS AN ABSTENTION (I.E. NON-VOTE.)

SIMON LAWRENCE       YES                       NO                      CHAIRPERSON

PAULA LEECH               YES                       NO                      VICE-CHAIRPERSON

JANIS THOMSON               YES                       NO                      SECRETARY

MARGARET TOTTEN               YES                       NO                      TREASURER

**MANY THANKS FOR YOUR CO-OPERATION IN  
THIS VOTING PROCESS.**

***Once you have voted, please pull out this Ballot Paper and return to:  
25% ME Group, 21 Church Street, Troon, Ayrshire, KA10 6HT  
(no later than 31<sup>st</sup> August 2016)***

## **CHAIRMAN'S REPORT**

### **GROUP DEVELOPMENTS**

As stated in the previous Report, we have had to rely on core funding and some smaller grants and donations from various individuals and organisations, these funds have allowed us to continue to employ the advocacy worker and the administrator for the group and this allowed us to continue to achieve a wider range of services for our members and provide them with much-needed practical assistance in order that they continue to reside independently within their own homes. The Group's Advocacy Worker is in high demand for the service particularly in light of the benefit reforms taking place at the moment. This has proved to be a well utilised service and we are very pleased to be able to offer this exclusive service to our members.

Salaries and all other expenditure continue to be met from core funds. At present the annual expenditure for running the charity i.e. salaries, rent and general running costs is approximately £1000 per week. Although, this is now financed out of core funds, we feel it is important in order to carry out, as well as the services mentioned above, other vital functions within the group and its operations, especially allowing us to continue to attend more conferences and seminars organised by the Department for Work and Pensions, Social Work Department, local health authorities, various local and regional M.E. Support Groups and other voluntary agencies dealing with disability issues.

As in previous years, we have been able to attend various meetings and be pro-active in delivering various presentations relating to the group's services to other M.E. support groups. Attendance at such events provides the Group with an opportunity to have its articles published and promoted via their newsletters and websites. This has helped promote our services and allowed us to reach many more severely affected sufferers.

We have produced various documents and press releases in order to highlight the plight of the severely affected and to campaign for biomedical research to be undertaken by the UK Government as well as issues relating to carers. In addition we have prepared reports and press releases outlining our concerns and the possible detrimental effects upon our clients in relation to the benefit reforms.

### **FUNDRAISING**

We continue to send out funding appeals to various Trusts and charities around the UK, which provide us with small amounts of income.

We continue to look at ways to raise funds to support front line services. We were fortunate enough to receive a large donation from a member who made a provision for us in their Will, so that will help our charity continue to provide services for its members.

### **FUTURE PLANS**

#### **AWARENESS DAY FOR THE SEVERLY AFFECTED**

We hope to look at the possibility of employing another advocacy worker, as there is so much need amongst our members for this type of support.

We will continue to promote, and raise awareness of the severely affected, through having a separate Awareness Day, aimed specifically at the severely affected. This will be held on the 8<sup>th</sup> August of each year; which is the birthdate of Sophia Mirzi who died from the effects of ME. Further information can be found in the Summer 2014 Group newsletter.

## Finance & Audit Reports

**APPENDIX 3**



Office of the Scottish Charity Regulator

Independent examiner's report on the accounts							
<b>Report to the trustees/members of</b>	<b>25% M.E.Group</b>						
<b>Registered charity number</b>	<b>SC034265</b>						
<b>On the accounts of the charity for the period</b>	Period start date			Period end date			
	Day	Month	Year	to	Day	Month	Year
	01	April	2015	to	31	March	2016
<b>Set out on pages</b>	<small>(remember to include the page numbers of additional sheets)</small>						
<b>Respective responsibilities of trustees and examiner</b>	<p>The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.</p>						
<b>Basis of independent examiner's statement</b>	<p>My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.</p>						
<b>Independent examiner's statement</b>	<p>In the course of my examination, no matter has come to my attention</p> <ol style="list-style-type: none"> <li>1. which gives me reasonable cause to believe that in any material respect the requirements:                             <ul style="list-style-type: none"> <li>• to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li> <li>• to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li> </ul> </li> </ol> <p>have not been met, or</p> <ol style="list-style-type: none"> <li>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ol>						
<b>Signed:</b>	<i>Fiona Collie</i>			<b>Date:</b>	24 June 2016		
<b>Name:</b>	Fiona Collie						
<b>Relevant professional qualification(s) or body (if any):</b>							
<b>Address:</b>	Roman Road Falkirk FK4 2DE						



The 25% M.E. Group

SC034265

Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2015		31	March	2016

**Section A Statement of receipts and payments**

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds March 2016	Total funds March 2015
	£	£	£	£	£	£
<b>A1 Receipts</b>						
Donations	16,860				16,860	19,503
Legacies	180,000				180,000	25,000
Grants	-	4,000			4,000	-
Receipts from fundraising activities	4,206				4,206	1,423
Gross trading receipts	-				-	-
Income from investments other than land and buildings	280				280	48
Rents from land & buildings	-				-	-
Gross receipts from other charitable activities	4,698				4,698	3,479
	-				-	-
<b>A1 Sub total</b>	<b>206,044</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>210,044</b>	<b>49,453</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>206,044</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>210,044</b>	<b>49,453</b>
<b>A3 Payments</b>						
Expenses for fundraising activities					-	-
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	48,633				48,633	42,799
Grants and donations					-	-
Governance costs:						
Audit / independent examination	200				200	200
Preparation of annual accounts					-	-
Legal costs					-	-
Other					-	-
<b>A3 Sub total</b>	<b>48,833</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>48,833</b>	<b>42,999</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>48,833</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>48,833</b>	<b>42,999</b>
<b>Net receipts / (payments)</b>	<b>157,211</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>161,211</b>	<b>6,454</b>
<b>A5 Transfers to / (from) funds</b>						
<b>Surplus / (deficit) for year</b>	<b>157,211</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>161,211</b>	<b>6,454</b>

APPENDIX 2

The 25% M.E. Group

SC034265

Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total March 2016	Total March 2015
		£	£	£	£	£	£
<b>B1 Cash funds</b>	Cash and bank balances at start of year	118,324	-			118,324	111,870
	Surplus / (deficit) shown on receipts and payments account	157,211	4,000			161,211	6,454
						-	-
	Cash and bank balances at end of year	275,535	4,000	-	-	279,535	118,324

Categories	Details	Fund to which asset belongs	Total March 2016	Total March 2015
			£	£
<b>B2 Investments</b>				
	Total	-	-	

Categories	Details	Fund to which asset belongs	Cost (if available)	Total March 2016	Total March 2015
			£	£	£
<b>B3 Other assets</b>	Copier Purchased 2010/11	Awards For All (restricted funds)	6,675	4,100	4,400
	3 Computers (purchased 2008/09)	Unrestricted Group Funds	1,245	-	90
	Total	7,920	4,100	4,490	

Categories	Details	Fund to which liability relates	Total March 2016	Total March 2015
			£	£
<b>B4 Liabilities</b>	Independent Examination	Unrestricted Group Accounts	200	200
	HMRC for PAYE & NI Costs	Unrestricted Group Accounts	440	432
	Total	640	632	

Categories	Details	Fund to which liability relates	Total March 2016	Total March 2015
			£	£
<b>B5 Contingent liabilities</b>				
	Total	-	-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Margaret Totten</i>	MARGARET TOTTON	24/6/16
<i>Simon Lawrence</i>	SIMON LAWRENCE	4/7/16