

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

ANNUAL GENERAL MEETING

REPORTS AND BALLOT BOOKLET

TO BE HELD ON 1st SEPTEMBER 2017



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A g e n d a

1. **APPROVAL OF THE MINUTES OF THE AGM HELD ON 1ST SEPT 2016**
(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 –
1ST SEPTEMBER 2018**

The 25% ME GROUP is an Unincorporated Association which is a Registered Charity. No. SC034265

MINUTES OF THE 25% ME GROUP'S 13TH ANNUAL GENERAL MEETING HELD ON 1ST SEPTEMBER 2016 (AGM HELD BY POSTAL BALLOT)

(Note: a total of 10.5% 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 12th Annual General Meeting held on 1st Sept 2015 were distributed to all group members 6 weeks prior to the AGM.

2. Ratification of Minutes of the 12th Annual General Meeting.

Postal Ballot results received as follows:

Total number of completed Ballot Papers 1 returned	= 82
Total number who approved the previous Minutes	= 82
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 PART A).

Postal ballot results received as follows:

Total number of completed Ballot Papers 1 returned	= 82
Total number who approved Chairman's Report	= 82
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 PART A)

Postal ballot results received as follows:

Total number of completed Ballot Papers 1 returned	= 82
Total number who approved Annual Accounts & Audit Report	= 78
Total number who did not approve Annual Accounts & Audit Report	= 1
Total number who abstained from voting on this item	= 3

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

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

Postal ballot results received as follows:

Total number of completed Ballot Papers 1 returned	= 82
Total number who approved proposed appointment of independent auditor	= 81
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 PART B)

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

Total number of completed Ballot Papers received as follows: 82

(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.
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(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.
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10. Election of Office Bearers. (Ballot Paper Part B)

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.
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(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 13th Annual General Meeting was concluded and a provisional date for the next Annual General Meeting was set for 1st September 2017.

BALLOT PAPER

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

ANNUAL GENERAL MEETING

TO BE HELD ON 1st SEPTEMBER 2017



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 13TH AGM HELD ON 1ST SEP 2016

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 1ST SEPTEMBER 2017, 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 31st August 2017)***

CHAIRPERSON'S REPORT

GROUP DEVELOPMENTS

Advocacy The Group's Advocacy service is in high demand particularly in view of the introduction of Personal Independence Payment to replace Disability Living Allowance and the continuing pressures on home care. 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. Our present advocacy worker has now been delivering the service for six years. As well as an advocacy worker we are pleased to have the services of several advocacy volunteers. This valuable input is mostly on a sporadic basis, however one volunteer has recently taken the step of putting her contribution on a more formal footing, with an agreement to provide an average of 2½ hours of paid advocacy work per week.

Consultation Responses We have recently responded to two consultations. The first concerned the proposed introduction of a standard Medical Licensing Assessment by the General Medical Council, to apply to all doctors seeking to practise in the UK. The second concerned provision of 'Reablement and Intermediate Care' as a service response to people presenting with health and social care needs - the National Institute for Health & Care Excellence (commonly abbreviated as 'NICE') have a Guideline in development on this subject. *Sincere thanks to the volunteers who worked alongside 25% ME Group staff in order to provide input on behalf of severely affected M.E. sufferers on these important issues.*

Severe M.E. Day We continue to promote and raise awareness of the severely affected through marking 'Severe M.E.: A Day for Understanding & Remembrance' on the 8th August of each year.

Contributions to APPG & Forward-ME Throughout the last year we have sent a representative to both the All Party Parliamentary Group on M.E. at Westminster and the Forward-ME Group convened by the Countess of Mar, where we seek to ensure that the voice of severely affected M.E. patients is heard on a range of topics. We have played an active part in the work of these groups, including contributing to the Forward-ME response to a proposal submitted to the World Health Organisation concerning the placement of M.E. in the forthcoming International Classification of Diseases 11.

Representation to DWP We have established high level contact with the Department of Work and Pensions in the shape of a meeting at DWP headquarters in April, held at the request of the Countess of Mar, and thereafter a channel of communication to the relevant Minister's office to highlight and help resolve cases where the DWP and/or their assessing agencies are failing members in the approach taken to their claim.

FUNDING & FUNDRAISING

Costs Expenditure for the charity comprises salaries (advocacy worker and group administrator), rent for the Troon office and general running costs, amounting to an average of almost £1000 per week throughout the last year.

Funding We continue to rely on member subscriptions and voluntary donations for the bulk of our funding, together with funding appeals to various Trusts and charities around the UK that provide us with small amounts of income. We receive no grant funding from any source. Legacies are an important source of funds and we were fortunate enough to have a large donation that was left to us via a member remembering us in their Will in the financial year 2015-16 - this continues to help our charity to provide services for members.

Fundraising We continue to look at new ways to raise funds to support front line services. Most recently, the 'Small Change for Severe M.E.' campaign was launched and we are pleased to report this initiative is going strong. At present we have reached around three quarters of our target amount of £12,000. The objective is to raise sufficient funds to cover the cost of employing a second advocacy worker, on a part time basis. Special thanks go to all Group Members who have organised and supported this initiative as well as those who have donated funds and participated in numerous other fundraising events and activities, including the 'Silence Challenge for Severe ME', 'Going Blue for ME Awareness' as well as providing beautiful greeting cards for sale.

FUTURE PLANS

At time of writing a consultation on whether or not there is a requirement to review 'NICE' Clinical Guideline 53 on 'CFS/ME' (2007) is imminent, closing date 21 July. We are acutely aware of the serious flaws in this guideline and will be contributing to this consultation.

We are actively looking to employ another advocacy worker as there is so much need amongst our members for this type of support and demand on the existing service continues to grow. We have recently taken the step to advertise. As yet, we have not found a suitable candidate. Meanwhile fundraising continues - the more we can raise the more continuing tenure can be offered to our staff, including advocacy.

Finance & Audit Reports

APPENDIX 3

OSCR

Office of the Scottish Charity Regulator

Independent examiner's report on the accounts														
Report to the trustees/members of	25% M.E.Group													
Registered charity number	SC034265													
On the accounts of the charity for the period	Period start date													
	Period end date													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Day</th> <th style="width: 15%;">Month</th> <th style="width: 15%;">Year</th> <th style="width: 10%;"></th> <th style="width: 15%;">Day</th> <th style="width: 15%;">Month</th> <th style="width: 15%;">Year</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">01</td> <td style="text-align: center;">April</td> <td style="text-align: center;">2016</td> <td style="text-align: center;">to</td> <td style="text-align: center;">31</td> <td style="text-align: center;">March</td> <td style="text-align: center;">2017</td> </tr> </tbody> </table>	Day	Month	Year		Day	Month	Year	01	April	2016	to	31	March
Day	Month	Year		Day	Month	Year								
01	April	2016	to	31	March	2017								
Set out on pages	6 to 11 (remember to include the page numbers of additional sheets)													
Respective responsibilities of trustees and examiner	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.													
Basis of independent examiner's statement	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.													
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention</p> <ol style="list-style-type: none"> 1. which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> • to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and • to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 													
Signed:	<i>Fiona Collie</i>													
Name:	Fiona Collie													
Date:	8 June 2017													
Relevant professional qualification(s) or body (if any):														
Address:	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	2016		31	March	2017

Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds March 2017	Total funds March 2016
	£	£	£	£	£	£
A1 Receipts						
Donations	26,734				26,734	16,860
Legacies	32,135				32,135	180,000
Grants	-	-			-	4,000
Receipts from fundraising activities	5,769				5,769	4,206
Gross trading receipts	-				-	-
Income from investments other than land and buildings	501				501	280
Rents from land & buildings	-				-	-
Gross receipts from other charitable activities	3,845				3,845	4,698
	-				-	-
A1 Sub total	68,984	-	-	-	68,984	210,044
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	68,984	-	-	-	68,984	210,044
A3 Payments						
Expenses for fundraising activities					-	-
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	43,825	4,000			47,825	48,633
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination	200				200	200
Preparation of annual accounts					-	-
Legal costs					-	-
Other					-	-
					-	-
A3 Sub total	44,025	4,000	-	-	48,025	48,833
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	44,025	4,000	-	-	48,025	48,833
Net receipts / (payments)	24,959	(4,000)	-	-	20,959	161,211
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	24,959	(4,000)	-	-	20,959	161,211

APPENDIX 2

The 25% M.E. Group

SC034265

Section B Statement of balances

Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total March 2017	Total March 2016
	£	£	£	£	£	£
B1 Cash funds						
Cash and bank balances at start of year	275,535	4,000			279,535	118,324
Surplus / (deficit) shown on receipts and payments account	24,959	(4,000)			20,959	161,211
					-	-
					-	-
Cash and bank balances at end of year	300,494	-	-	-	300,494	279,535

Details	Fund to which asset belongs	Total March 2017	Total March 2016
		£	£
B2 Investments			
	Total	-	-

Details	Fund to which asset belongs	Cost (if available)	Total March 2017	Total March 2016
			£	£
B3 Other assets				
Copier Purchased 2010/11	Awards For All (restricted funds)	6,675	3,699	4,100
3 Computers (purchased 2008/09)	Unrestricted Group Funds	1,245	-	-
	Total	7,920	3,699	4,100

Details	Fund to which liability relates	Total March 2017	Total March 2016
		£	£
B4 Liabilities			
Independent Examination	Unrestricted Group Accounts	200	200
HMRC for PAYE & NI Costs	Unrestricted Group Accounts	449	440
	Total	649	640

Details	Fund to which liability relates	Total March 2017	Total March 2016
		£	£
B5 Contingent liabilities			
	Total	-	-

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	<i>Margaret Totten</i>	MARGARET TOTTEN	8/6/17
	<i>Simon Lawrence</i>	SIMON LAWRENCE	8/6/17