

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

ANNUAL GENERAL MEETING

REPORTS AND BALLOT BOOKLET

TO BE HELD ON 1st SEPTEMBER 2018



TABLE OF CONTENTS

Pg2	Agenda
Pgs3-4	Minutes of the14thAGM
Pgs5-8	Pull-out Ballot
Pg9	Chairperson's Report
Pgs10-12	Finance & Audit Reports

A g e n d a

1. **APPROVAL OF THE MINUTES OF THE AGM HELD ON 1ST SEPT 2017**
(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 2019**

**MINUTES OF THE 25% ME GROUP'S 14TH ANNUAL GENERAL MEETING HELD ON
1ST SEPTEMBER 2017 (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 13th Annual General Meeting held on 1st Sept 2016 were distributed to all group members 6 weeks prior to the AGM.

2. Ratification of Minutes of the 13th Annual General Meeting.

Postal Ballot results received as follows: 88

Total number of completed Ballot Papers 1 returned	= 88
Total number who approved the previous Minutes	= 88
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	= 88
Total number who approved Chairman's Report	= 87
Total number who did not approve Chairman's Report	= 0
Total number who abstained from voting on this item	= 1

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	= 88
Total number who approved Annual Accounts & Audit Report	= 85
Total number who did not approve Annual Accounts & Audit Report	= 0
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.

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

Postal ballot results received as follows:

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

Total number of completed Ballot Papers 1 returned	= 88
Total number who approved proposed appointment of independent auditor	= 87
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: 88

(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 13th Annual General Meeting was concluded and a provisional date for the next Annual General Meeting was set for 1st September 2018.

BALLOT PAPER

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

ANNUAL GENERAL MEETING

TO BE HELD ON 1st SEPTEMBER 2018



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

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

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 2017

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 2018, 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 YES NO

PATRICIA WILLIAMS YES 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 2018)

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 seven years and although she is taking a break for a while, we have taken on another full time worker and increased the hours of the part time advocacy assistant. As well as an advocacy workers we are pleased to have the services of several advocacy volunteers.

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 Forward-ME Throughout the last year we have sent a representative to 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.

NICE has announced that it is to carry out a full review of the guideline for ME/CFS, effectively overturning previous expert advice not to update it.

'We will plan a full update with a modified scope of the guideline on chronic fatigue syndrome/myalgic encephalomyelitis (or encephalopathy)' NICE says.

We propose, along with other ME charities to be fully engaged with this review, which is expected to report in 2020.

PIP Questionnaire Feedback Forms

Many thanks to all who completed the questionnaire about Personal Independence Payment (PIP), that was included in last year's ME Awareness Week mailing. We are aware that the PIP transfer process is picking up pace, and many of our members have already claimed PIP - or are in the process of transferring.

Other Developments

New Office System & Changes to Member Services. May 2018 sees new General Data Protection Regulation (GDPR) legislation come into effect. It affects how organisations store and use personal data and we are no exception. We are therefore taking the necessary steps to ensure our full compliance. This means some changes to staff e-contact details and a need to refresh on databases used for various member services.

We have also made changes to our office systems and computer network to comply with the new legislation and help protect your personal information.

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. We have reached our target amount of £12,000. The objective was to raise sufficient funds to cover the cost of employing a second advocacy worker, on a part time basis, but we improved on this and have employed one on a full time basis Special thanks go to all Group Members

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

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*' and the facebook group.'*Going Blue for ME Awareness*' as well as providing beautiful greeting cards for sale.

FUTURE PLANS

Meanwhile fundraising continues - the more we can raise the more continuing tenure can be offered to our staff, including advocacy.

To update and upgrade the website to include form filling and other interactive online applications that will enable new people to join the charity or aid present members in renewing or updating their details

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		
	Day	Month	Year		Day	Month	Year
	01	April	2017	to	31	March	2018
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"> 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 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>			Date:	20 June 2018		
Name:	Fiona Collie						
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	2017		31	March	2018

Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds March 2018	Total funds March 2017
	£	£	£	£	£	£
A1 Receipts						
Donations	22,987				22,987	26,734
Legacies	-				-	32,135
Grants	-	-			-	-
Receipts from fundraising activities	1,237				1,237	5,769
Gross trading receipts	-				-	-
Income from investments other than land and buildings	289				289	501
Rents from land & buildings	-				-	-
Gross receipts from other charitable activities	4,658				4,658	3,845
						-
A1 Sub total	29,171	-	-	-	29,171	68,984
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	29,171	-	-	-	29,171	68,984
A3 Payments						
Expenses for fundraising activities					-	-
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	45,108	-			45,108	47,825
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination	200				200	200
Preparation of annual accounts					-	-
Legal costs					-	-
Other					-	-
					-	-
A3 Sub total	45,308	-	-	-	45,308	48,025
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	-
Purchase of investments					-	-
A4 Sub total	-	-	-	-	-	-
Total payments	45,308	-	-	-	45,308	48,025
Net receipts / (payments)	(16,137)	-	-	-	(16,137)	20,959
A5 Transfers to / (from) funds						
					-	-
Surplus / (deficit) for year	(16,137)	-	-	-	(16,137)	20,959

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 2018 £	Total March 2017 £
B1 Cash funds	Cash and bank balances at start of year	300,494	-			300,494	279,535
	Surplus / (deficit) shown on receipts and payments account	(16,137)	-			(16,137)	20,959
						-	-
						-	-
	Cash and bank balances at end of year	284,357	-	-	-	284,357	300,494

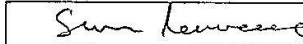
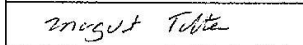
Details		Fund to which asset belongs	Total March 2018 £	Total March 2017 £
B2 Investments				
		Total	-	-

Details		Fund to which asset belongs	Cost (if available) £	Total March 2018 £	Total March 2017 £
B3 Other assets	Copier Purchased 2010/11	Awards For All (restricted funds)	6,675	2,995	3,699
	3 Computers (purchased 2008/09)	Unrestricted Group Funds	1,245	-	-
		Total	7,920	2,995	3,699

Details		Fund to which liability relates	Total March 2018 £	Total March 2017 £
B4 Liabilities	Independent Examination	Unrestricted Group Accounts	200	200
	HMRC for PAYE & NI Costs	Unrestricted Group Accounts	499	449
		Total	699	649

Details		Fund to which liability relates	Total March 2018 £	Total March 2017 £
B5 Contingent liabilities				
		Total	-	-

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

Signature	Print Name	Date of approval
	Simon Lawrence	26/6/18
	MARGARET TOTTE	20/6/18